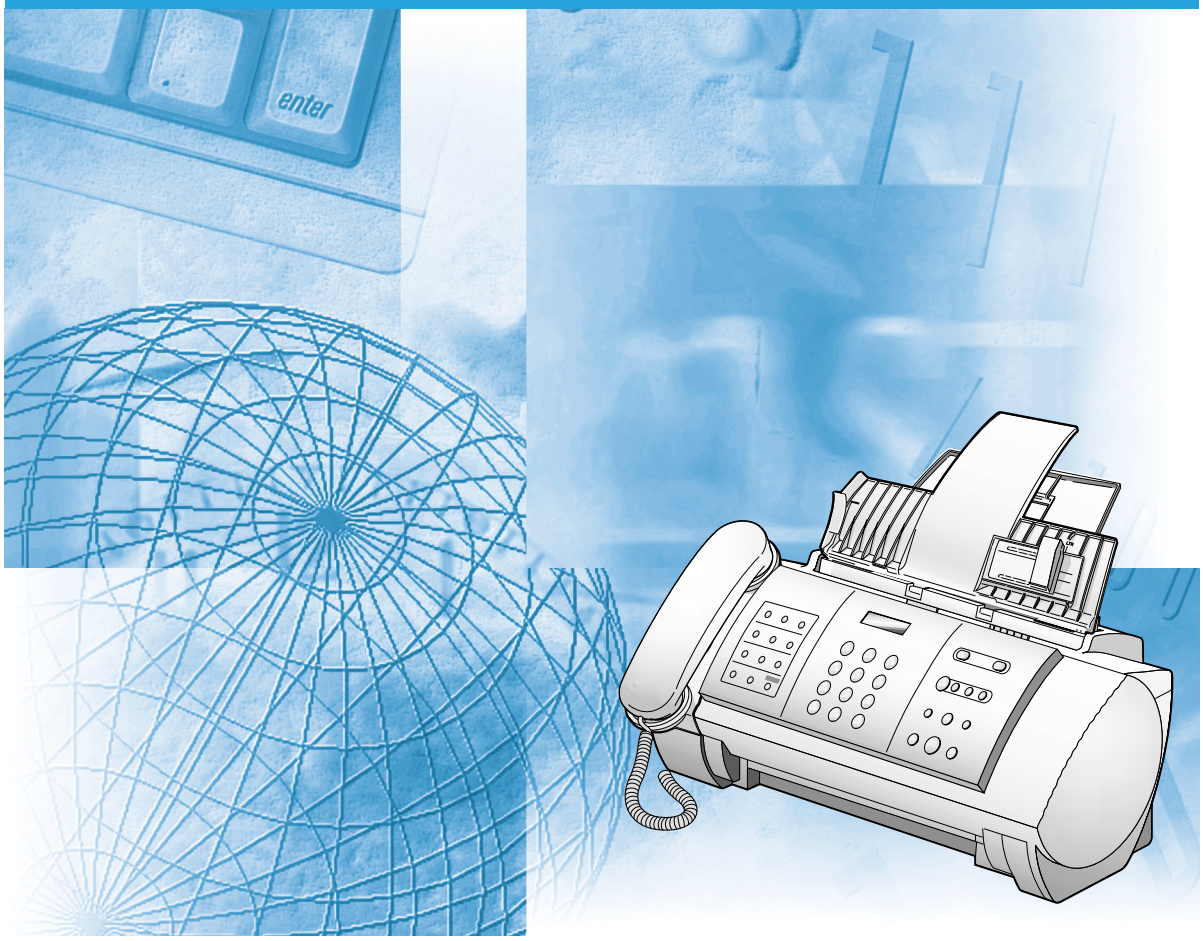
Canon FAXPHONE B45 User's Guide

Canon

FAXPHONE B45

User's Guide



Read the Set-Up Sheet first, and then read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

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Where to find help

Canon offers a full range of customer technical support* options:

- For e-mail support and answers to frequently asked questions (www.usa.canon.com/consumer)
- 24-hour, 7-day-a-week automated support for troubleshooting issues on most current products (1-800-423-2366)
- 24-hour, Fax-On-Demand System for product specifications and technical information (1-800-526-4345)
- Free technical support Monday-Saturday (excluding holidays) for products still under warranty** (1-757-413-2848)
- Technical support 7 days a week (excluding holidays) for products no longer under warranty, at $9.99 per call (1-757-413-2848)

* Support program specifics are subject to change without notice.

** Refer to the product information starting on p.I-7 for warranty details.

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As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

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Using this guide

This guide provides detailed information on how to set up, operate, maintain, and troubleshoot your fax.

Please read the list below to become familiar with the symbols, terms, and abbreviations used in this guide.

Cautions tell you how to avoid actions that could injure you or damage your fax. In order to use your fax safely, always observe these cautions.

Notes provide advice on using your fax more effectively, describe operating restrictions, and tell you how to avoid minor difficulties. Reading these is recommended to make the most of your fax and its functions.

(see p. xx)	Indicates a page number that you can refer to for more information on the topic of the previous sentence or paragraph.
default	A setting that remains in effect unless you change it.
document	The original sheet(s) of paper you send, receive, or copy with your fax.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears on the LCD.
◄ and ► buttons	Used to select an item in a menu. Press ► to select the next item, and press ◄ to select the previous item.
transaction number	When you send or receive a document, your fax automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for “transaction number.”
TX	Denotes Transmission.
RX	Denotes Reception.
TRANSMITTING OK	LCD display. The contents of the LCD display may vary depending on the current settings.

In addition, this guide uses brackets to identify the buttons you press when performing different functions: [Stop].

Important safety instructions

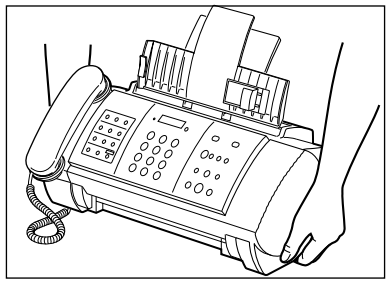
Read these safety instructions thoroughly before using your fax.

CAUTION

Except as specifically described in this guide, do not attempt to service the fax yourself. Never attempt to disassemble the fax: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact the Canon Customer Care Center (see p. ii).

■ Handling and maintenance

- Follow all warnings and instructions marked on the fax.
- Do not subject the fax to strong physical shock or vibration.
- Always unplug the fax before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the printer cover, or remove paper from the multi-purpose tray while printing.
- When transporting the fax, leave the BJ cartridge installed in the cartridge holder and tape the cartridge holder to the right side of the fax. This will prevent ink spilling inside the fax.
- Always lift the fax by its base as shown below. Never lift it by any of its attachments or covers.



- Do not push objects of any kind into the slots or openings on the fax as they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the fax. If something does fall into the fax, unplug it immediately and contact the Canon Customer Care Center (see p. ii).
- To avoid spillage in or around the fax, do not eat or drink near it. If you spill liquid or if any substance falls into the fax, unplug the fax immediately and contact the Canon Customer Care Center (see p. ii).
- Keep the fax clean. Dust accumulation can prevent the fax from operating properly.
- Unplug the fax from the wall outlet and refer service to qualified personnel under the following conditions:
  - When the power cord or plug is damaged or frayed.
  - If liquid has spilled into the fax.
  - If the fax has been exposed to rain or water.
  - If the fax does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the fax has been dropped or the body has been damaged.
  - If the fax exhibits a distinct change in performance, indicating a need for servicing.

■ Location

- Place the fax on a flat, stable, vibration-free surface.
- Place the fax in a cool, dry, clean, well ventilated place.
  – Make sure the area is free from dust.
  – Make sure the location is not affected by extreme temperature changes, and always stays between 50° and 90.5°F (10° and 32.5°C).
  – Make sure the area's relative humidity is always between 20% and 85%.
- Keep the fax away from direct sunlight.
- Do not use the fax near water. Make sure that no wet or humid objects come into contact with the fax.
- Do not use or store the fax outdoors.
- Do not install the fax near devices that contain magnets or generate magnetic fields, such as speakers.
- Place the fax near a standard 120 V AC power outlet.
- To ensure reliable operation of the fax and to protect it from overheating, do not block the exhaust vent and never block or cover any openings on the fax by placing it on a bed, sofa, rug, or other similar surface. Do not place the fax in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Install the fax approximately 4 in. (10 cm) away from walls and other equipment. For the dimensions of the fax, see p. S-1.
- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the fax, unplug it immediately. Contact the Canon Customer Care Center (see p. ii).
- Do not allow anything to rest on the power cord, and do not place the fax where the cord will be walked on. Make sure the cord is not knotted or kinked.

■ Power supply

- During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the fax's memory will be deleted when you unplug the fax.)
- Whenever you unplug the fax, wait at least five seconds before you plug it in again.
- If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the fax and wipe the plug with a clean, dry cloth.

This product emits low level magnetic flux.
If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

■ Location

Supply a suitable table, cabinet, or desk. See page S-1 for the machine's dimensions and weight.

■ Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per machine.

   DDD (DIRECT DISTANCE DIAL) LINE

   -or-

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with your machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

■ Power Requirements

This equipment should be connected to a standard 120 volt AC, three-wire grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

An FCC compliant telephone cord and modular jack are provided with this equipment.
This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

This equipment may not be used on coin service provided by the telephone company.

Connection to party lines is subjected to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center. (1-800-423-2366)

Rights of the Telephone Company

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

FCC Notice

FAXPHONE B45: Facsimile Transceiver, Model H12263

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept an interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the User's Guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. 1-800-423-2366

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your machine, follow the instructions in this User's Guide.

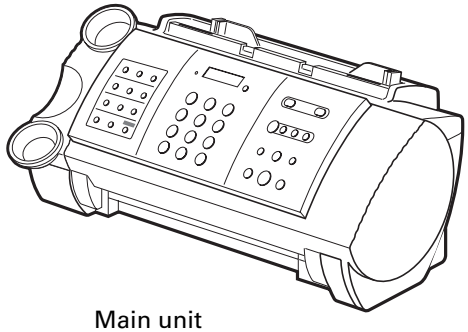
1 SETTING UP

Unpacking

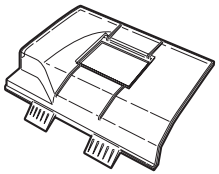
As you unpack your fax, save the carton and packing material in case you want to move or ship the fax in the future.
Carefully remove all items from the box.

- It is best to have someone hold the box while you lift the fax and its protective packaging out of the carton.

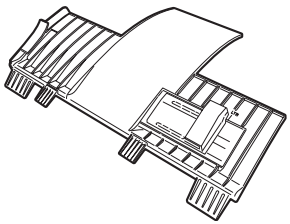
Make sure you have the following items:



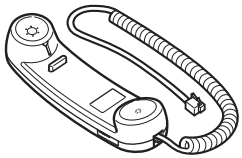
Main unit



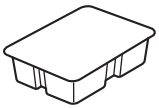
Multi-purpose tray



Document tray



Handset



BX-3 Black
BJ cartridge

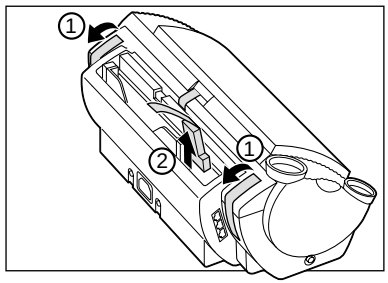
You should also have the followings:

- Power cord
- Telephone line cord
- Documentation
  - Set-Up Sheet
  - FAXPHONE B45 User's Guide
  - Registration Card
- Destination labels

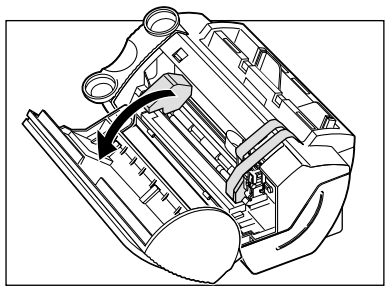
If any of these items are damaged or missing, contact the Canon Customer Care Center (see p. ii) immediately.

Removing the shipping materials

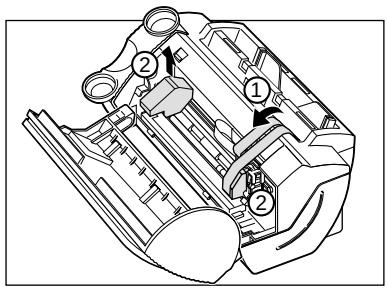
1 **Remove the shipping tapes ① from the top of the fax and the protective piece ② .**



2 **Open the printer cover by gently pulling it towards you.**



3 **Remove the shipping tapes ① and the protective pieces ②.**
Close the printer cover until it locks into place.

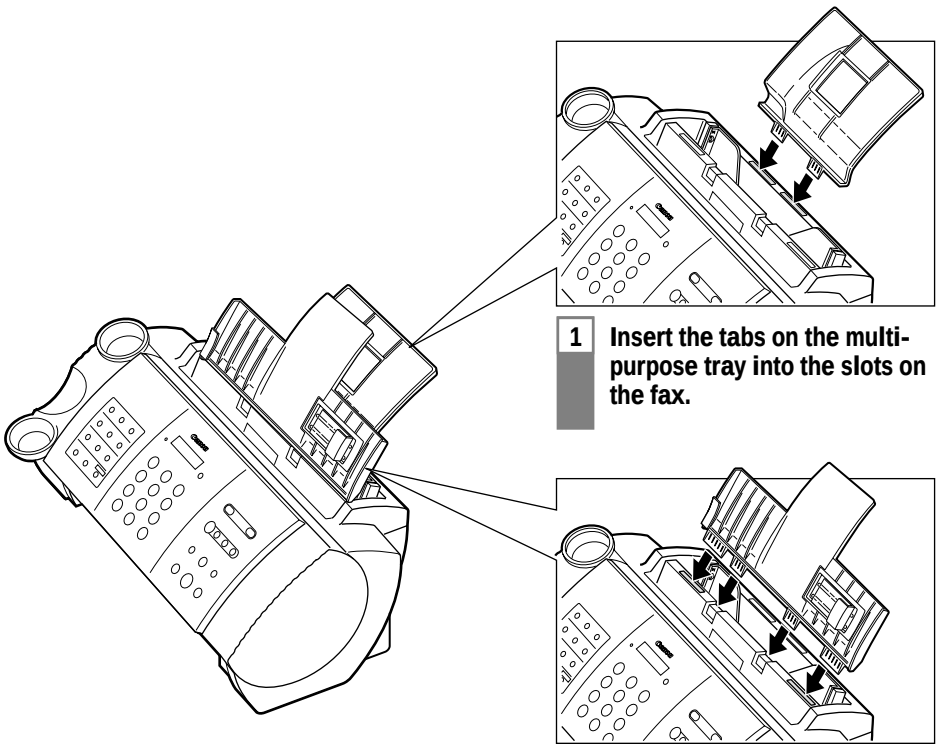


Note The actual shipping materials may differ in shape, quantity, and position from the ones shown above.

Assembling the fax

Attaching components

Note For user convenience, the destination labels provided with your fax should be fitted over the one-touch speed dialing buttons on the left of the operation panel.



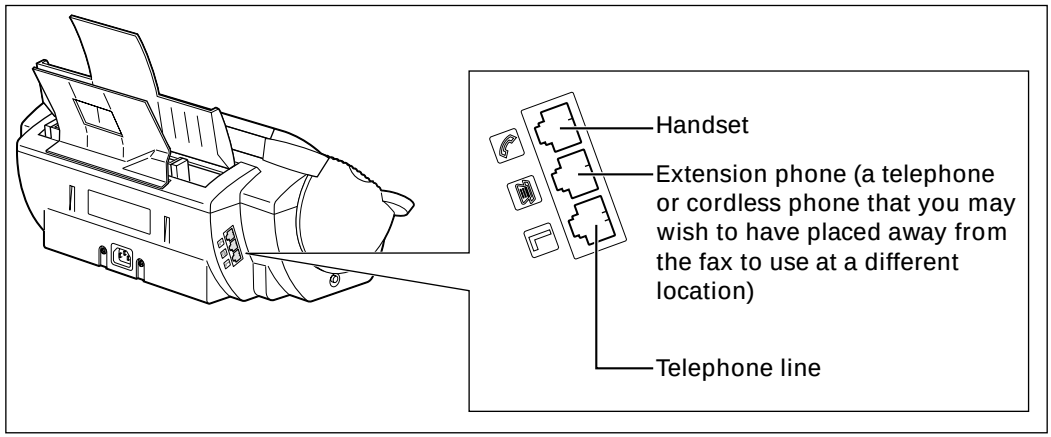
1 **Insert the tabs on the multi-purpose tray into the slots on the fax.**

2 **Insert the tabs on the document tray into the corresponding slots.**

Making connections

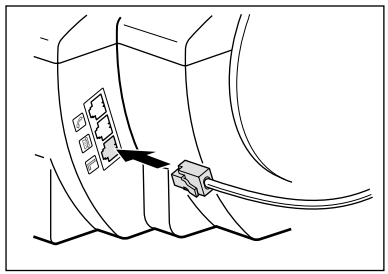
Connecting the telephone line, handset, and external devices

There are three jacks on the left side of the fax for connection of the following:

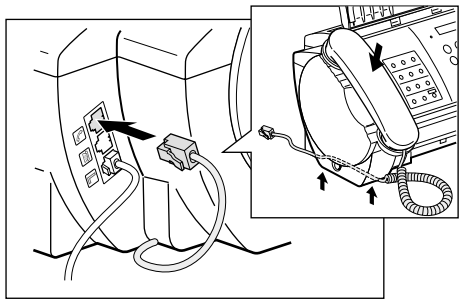

Handset
Extension phone (a telephone or cordless phone that you may wish to have placed away from the fax to use at a different location)
Telephone line

Be sure to connect any external devices before using the fax.

1 **Connect the supplied telephone line cord to the L jack, then the other end to the telephone line jack on your wall.**

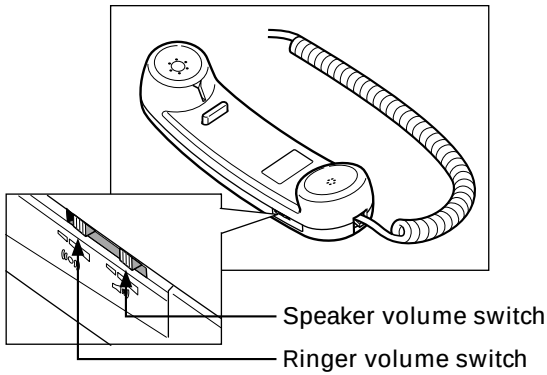


2 **Place the handset in its cradle, and connect it to the jack.**

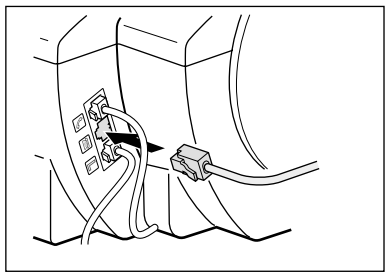


Ringer and speaker volume switches

To adjust the volume of the ringer and speaker, use a pen or other pointed object to move these switches to HIGH or LOW.



3 Connect an extension phone to the ☎ jack.



Note

- If you have connected an external device to your fax, be sure to select the correct receive mode (see Chapter 5).
- If the extension phone does not have its own power supply, any redial data in the extension phone memory may be lost after an extended fax transmission.

Connecting the AC power cord

Plug the fax into a 120 volt AC outlet.

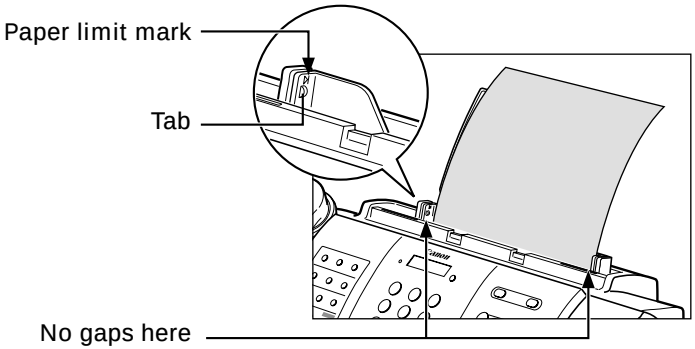
1. **Plug the power cord connector into the rear of the fax.**
2. **Plug the other end of the power cord into a properly grounded AC power outlet.**

There is no power switch on the fax. The power is on as long as the fax is plugged in.

Loading paper

Paper guidelines

- Be sure to load paper of the correct size, weight, and quantity recommended for your fax (see pp. 3-1, S-1).
- Store all paper wrapped and on a flat surface until ready to use. Keep opened packs in their original packaging, in a cool, dry location.
- Store paper at 64.5°–75°F (18°–24°C), 40%–60% relative humidity.
- To avoid paper jams and poor print quality, do not print on damp, curled, wrinkled, or torn paper.
- Use cut-sheet paper only, not paper that comes on a roll.
- Use only paper that has a thickness of between 0.003 and 0.005 in. (0.08 and 0.13 mm). Thick paper may damage the BJ cartridge print head.
- Do not load paper beyond the paper limit mark (▶|) or beyond the tab on the paper guide. Doing so may cause problems. Also, make sure there are no gaps on either side of the paper stack.

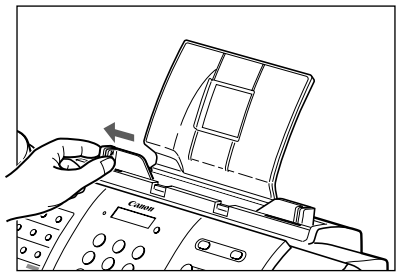


- Let the paper run out before refilling the multi-purpose tray. Avoid mixing new stock with paper already loaded.
- Do not leave paper stacked in the multi-purpose tray for long periods of time since it may bend or curl and cause problems.
- Certain environmental conditions, such as extreme temperatures or humidity, can cause some paper to misfeed in the multi-purpose tray. If you have trouble, feed one sheet at a time.
- Depending on the density of the printed pages, the ink may need time to dry. Within two or three seconds, the ink becomes smudge-resistant. After drying for several minutes, the ink becomes water-resistant.
- If your printed page contains a large amount of graphics, the ink on the page may be damp due to the print density. Let the page dry for approx. 30 to 60 seconds. Then remove the page carefully without touching any surfaces.
- If paper curls after printing, remove it immediately; otherwise paper jams may occur.
- The platen (a roller inside the fax) may become inked if paper misfeeds. If this happens, clean inside the fax (see p. 9-3).

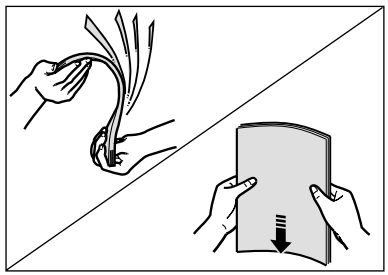
Loading paper in the multi-purpose tray

If necessary, remove the document tray when loading paper.

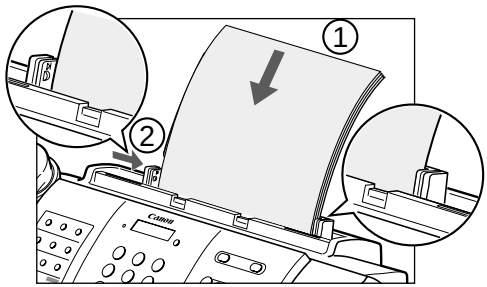
1 **Squeeze, then slide the paper guide to the left.**



2 **Fan a stack of paper, then tap the edge of the stack on a flat surface to even the stack.**



3 **Insert the stack into the multi-purpose tray ①, and align the right edge of the stack with the right side of the multi-purpose tray. Then slide the paper guide ② snugly against the left edge of the stack.**



Installing the BJ cartridge

The first time you set up your fax, you have to install the BJ cartridge before you can begin receiving and copying documents.

For information on replacing the BJ cartridge, see p. 9-6.

Guidelines

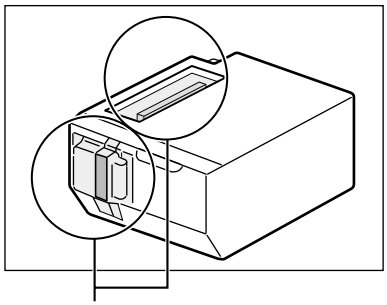
- Use only a Canon BX-3 Black BJ cartridge in your fax.
- Store BJ cartridges at room temperature.
- When the BJ cartridge print head is left exposed, it easily dries out and becomes unusable. To avoid this, follow these recommendations:
  – Keep BJ cartridges in the packaging until you are ready to use them.
  – Never remove the BJ cartridge unless you are going to replace it.
  – Keep the cartridge holder in the home position (on the right side of the fax) when you are not using the fax.
- Replace BJ cartridges after one year of use, even if you have not been alerted to replace it.

Note

If you need to unplug the fax, wait until it returns to standby mode (date and receive mode displayed on the LCD). Otherwise the cartridge holder may not be in its home position; causing the BJ cartridge to remain uncapped and dry out.

CAUTION

- **Store BJ cartridges out of the reach of children. If anyone inadvertently ingests ink, consult a physician immediately.**
- **Do not touch the metallic areas on the BJ cartridge.**



Do not touch these metallic areas.

The ink in the BJ cartridge is difficult to clean up if spilled. Follow the precautions below when handling the BJ cartridge.

- Carefully remove packaging from BJ cartridges.
- Do not attempt to disassemble or refill BJ cartridges.
- Do not shake or drop BJ cartridges.

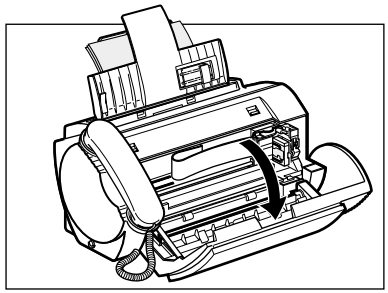
Installing the BJ cartridge in your fax

When a BJ cartridge is not installed in your fax, PUT IN CARTRIDGE is displayed on the LCD.

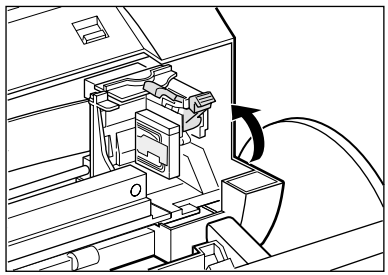
1 **Make sure the fax is plugged in.**

2 **Load the paper in the multi-purpose tray.**

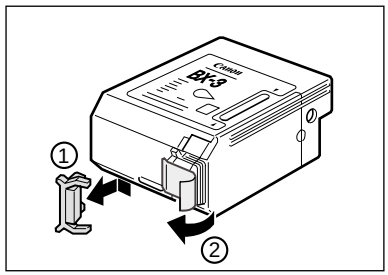
3 **Open the printer cover by gently pulling it towards you (see p. 1-2).**



4 **Raise the cartridge lock lever on the cartridge holder.**

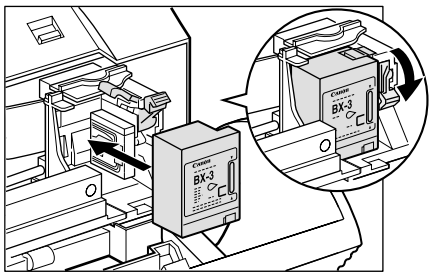


5 **Remove the BJ cartridge from its package, then remove the orange protective cap ① and tape ②.**



Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.

6 **Align the slot in the cartridge with the yellow post in the fax, and with the label facing outwards, insert the BJ cartridge into the cartridge holder. Lower the cartridge lock lever until you hear a click to lock the cartridge in place.**



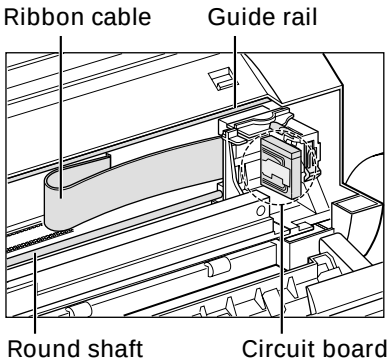
The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left before lowering the cartridge lock lever.

7 **Close the printer cover.**
If the AUTO TEST PRINT setting is set to ON:
The fax automatically prints a test page.
The fax prints a test page every time you insert a BJ cartridge.

You can turn off automatic test printing by changing the AUTO TEST PRINT setting. See SYSTEM SETTINGS, p. 7-5.

CAUTION

- **Do not try to manually move or stop the cartridge holder.**
- **Do not touch the components shown below or any metal parts.**

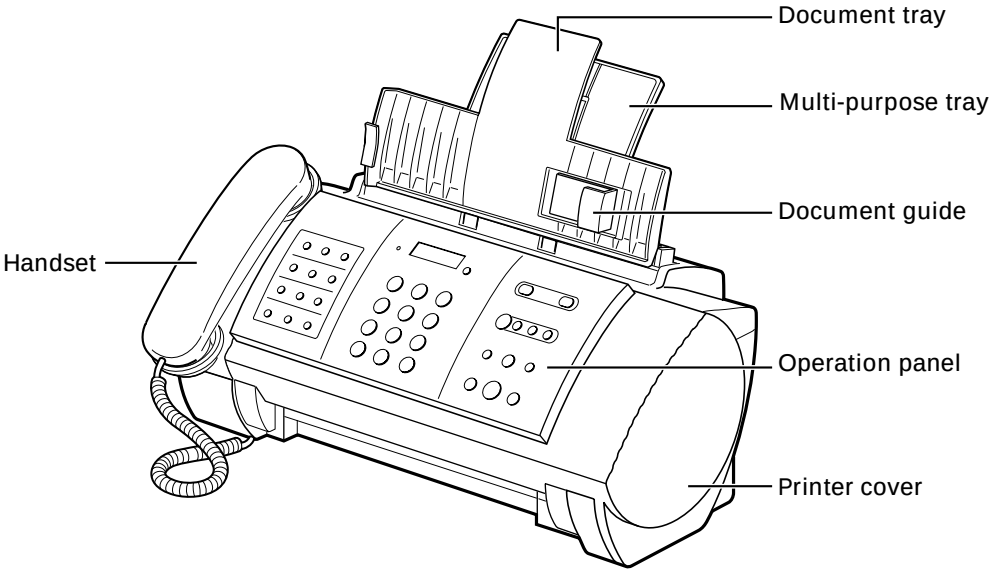


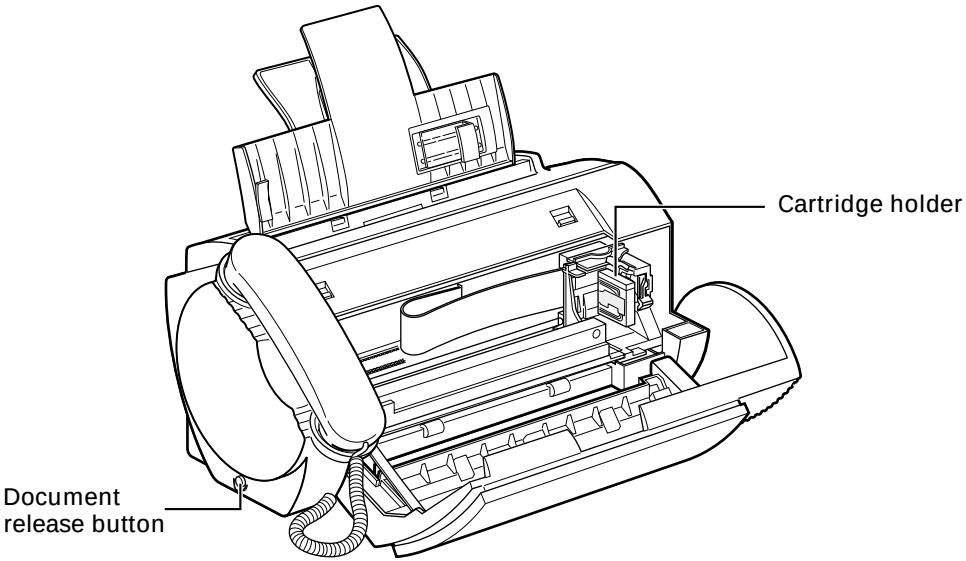
Testing the fax

After you have assembled the fax, loaded the paper, and installed the BJ cartridge, you can make sure the fax is printing properly by making several copies of a document (see p. 8-1).

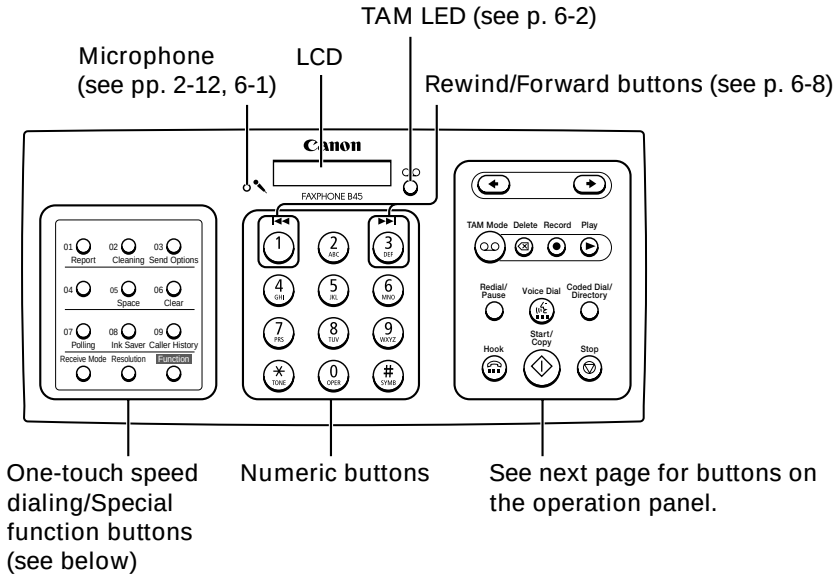
If you have problems printing, see Chapter 9.

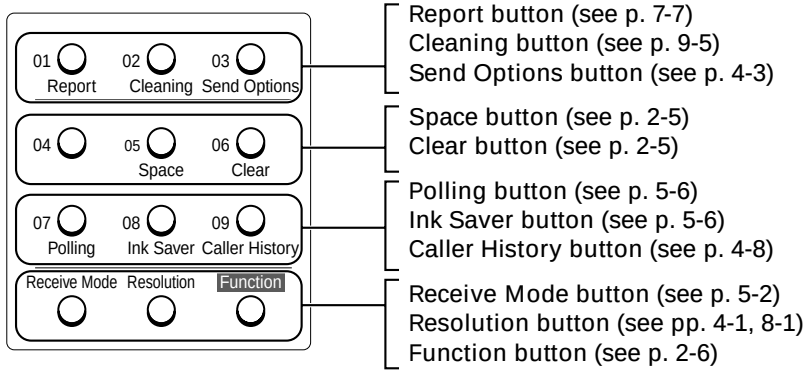
Main components of your fax





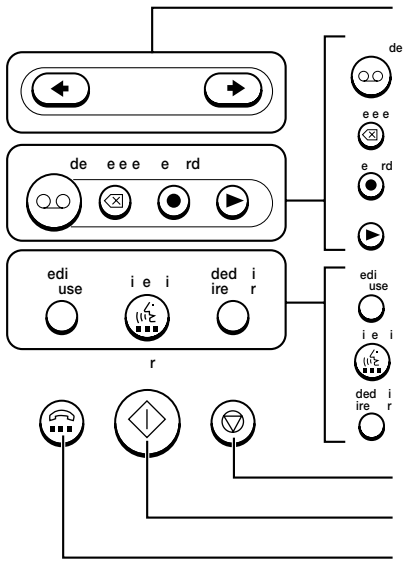
Fax controls — the operation panel





The buttons on the left of the operation panel have the following two functions:

- One-touch speed dialing buttons (see p. 2-11)
- Special function buttons
  When the [Function] button is pressed, the special function buttons (function marked under each button) can be used to perform various operations.



Scroll/Cursor buttons (see pp. 2-5, 7-1)

TAM Mode button (see p. 6-2)

Delete button (see p. 6-7)

Record button (see p. 6-1)

Play button (see p. 6-8)

Redial/Pause button (see pp. 4-8, 4-9)

Voice Dial button (see p. 4-7)

Coded Dial/Directory button (see pp. 4-5, 4-6)

Stop button

Start/Copy button

Hook button (see p. 4-4)

Guidelines for entering numbers, letters, and symbols

When you come to a step that requires you to enter a name or number, see the table below to determine which numeric button to press for the letter you want.

Button	Letter Mode (:A)	Number Mode (:1)
1		1
ABC 2	ABCabc	2
DEF 3	DEFdef	3
GHI 4	GHIghi	4
JKL 5	JKLjkl	5
MNO 6	MNOmno	6
PRS 7	PQRSpqrs	7
TUV 8	TUVtuv	8
WXYZ 9	WXYZwxyz	9
OPER 0		0
SYMB #	– . ∗ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >	
TONE ∗	Letter mode (:A) ⟷ Number mode (:1)	

Note

After 60 seconds of no operation panel input, the fax returns to standby mode and any unregistered changes are lost.

■ Entering letters and numbers

1 **Press [∗] to switch between the letter and number mode.**

_ :A

2 **Press the numeric button that contains the letter or number you want.**

- Press repeatedly until the letter you want appears.
- If you are unsure which button to press, see the table above.

C :A

3 **Continue entering other letters or numbers using the numeric buttons.**

- If the next letter you want to enter is under a different numeric button, simply press that button until the letter you want appears.
  -or-
  If the next letter you want to enter is under the same numeric button you pressed in step 2, press [➔] to move the cursor to the right. Then press that same numeric button repeatedly until the letter you want appears.
- To enter a space, press [Space].

■ Entering symbols

1 **Press [#] repeatedly until the symbol you want appears.**

2 **If you want to enter another symbol, press [➔] to move the cursor to the right, then press [#] repeatedly until the symbol you want appears.**

Correcting mistakes

You can clear an entire entry by pressing [Clear]. Alternatively, follow the procedure below to correct individual letters:

1 **Use [➔] or [➔] to move the cursor under the incorrect letter.**

2 **Use the numeric buttons to enter the correct letter over the incorrect letter.**

3 **When you have finished making corrections, press [Start/Copy] to register your new entry.**

Setting the TEL LINE TYPE

Before using your fax, make sure it is set for the telephone line type of your telephone system. If you are unsure of your telephone line type, check with your local telephone company.

See pp. 2-2, 2-3 for the buttons on the operation panel.

1 **Press [Function].**

▼

Press [Start/Copy] twice.

DATE & TIME

2 **Use [◄] or [►] to select TEL LINE TYPE.**

▼

Press [Start/Copy].

TOUCH TONE

3 **Use [◄] or [►] to select TOUCH TONE.**

You can also select ROTARY PULSE.

▼

Press [Start/Copy].

AUTO VOICE DIAL

4 **Press [Stop].**

Setting ends and the fax returns to standby mode.

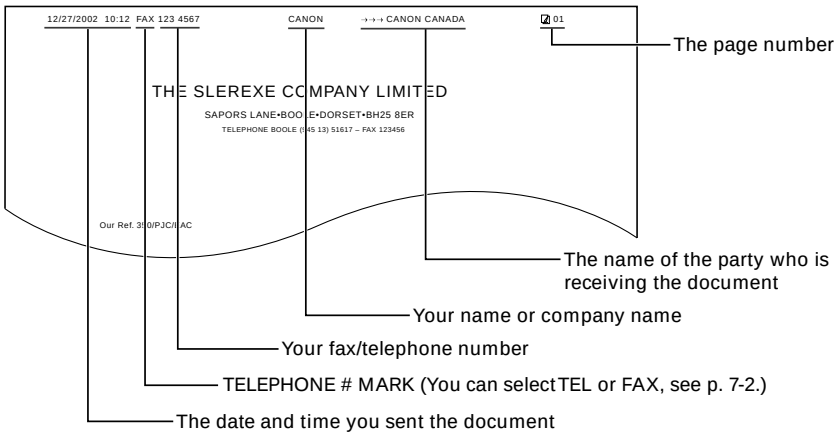
Registering sender information

Personalizing your fax

■ Identifying your documents

When sending a document, you can have your fax number and your name (known as your ID), and the current date and time printed out by the receiving fax machine. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party will be able to recognize your fax messages at a glance. The illustration below shows a sample document with the identifying information.


12/27/2002 10:12 FAX 123 4567
CANON
CANON CANADA
01
The page number
THE SLEREXE COMPANY LIMITED
SAPORS LANE•BOOLE•DORSET•BH25 8ER
TELEPHONE BOOLE (945 13) 51617 – FAX 123456
Our Ref. 350/PJC/NAC
The name of the party who is receiving the document
Your name or company name
Your fax/telephone number
TELEPHONE # MARK (You can select TEL or FAX, see p. 7-2.)
The date and time you sent the document

The top line includes the name of the receiving party if you send the document using one-touch speed dialing or coded speed dialing and you registered the party's name.

Setting the date and time

The date and time appear on the LCD as well as on the documents you send.

1 **Press [Function].**

▼

Press [Start/Copy] three times.

```
12/20/2002  13:30
```

2 **Use the numeric buttons to enter the date and time using the month-day-year format (MM/DD/20YY).**

- Set the time using the 24-hour clock system. Precede single digits with a zero.
  Example: 3:00 p.m. = 15:00
- To change the date format, see SYSTEM SETTINGS, p. 7-5.

3 **Press [Start/Copy].**

4 **Press [Stop].**
Registration ends and the fax returns to standby mode.

Registering your fax/telephone number and name

This information appears at the top of each document you send.

1 **Press [Function].**

▼

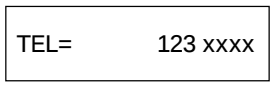
Press [Start/Copy] twice.

2 **Use [◄] or [►] to select UNIT TELEPHONE #.**

▼

Press [Start/Copy].

3 **Enter your fax number (up to 20 digits) using the numeric buttons.**
You can enter a plus sign (+) or space to make your number easier to read. To enter a plus sign (+), press [#].



▼

Press [Start/Copy] twice.

4 **Enter your name (up to 16 letters) using the numeric buttons (see p. 2-4).**

▼

Press [Start/Copy].

5 **Press [Stop].**
Registration ends and the fax returns to standby mode.

Setting the daylight saving time

Your fax supports the daylight saving time system that shifts the clock time ahead or back according to the change in seasons. You can select if the time information in your fax changes to match the daylight saving time system, and also set the day and time when the daylight saving time begins and ends.

1 **Press [Function].**
▼
Press [Start/Copy].

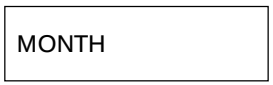
2 **Use [◄] or [►] to select SYSTEM SETTINGS.**
▼
Press [Start/Copy].

3 **Use [◄] or [►] to select DAYLGHT SAV TIME.**
▼
Press [Start/Copy].

4 **Use [◄] or [►] to select ON or OFF.**
▼
Press [Start/Copy].

5 **• If you selected OFF in step 4, press [Stop] to return to standby mode.**
• If you selected ON in step 4, use [◄] or [►] to select BEGIN DATE/TIME.
▼
Press [Start/Copy] twice.

6 **Use [◄] or [►] to select the month in which the daylight saving time starts.**
▼
Press [Start/Copy].



7 **Use [◄] or [►] to select WEEK.**
▼
Press [Start/Copy].

8 **Use [◄] or [►] to select the week in which the daylight saving time starts.**

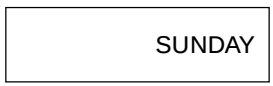
▼

Press [Start/Copy].

9 **Use [◄] or [►] to select DAY.**

▼

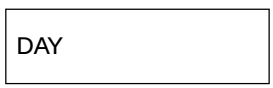
Press [Start/Copy].



10 **Use [◄] or [►] to select the day of the week on which the daylight saving time starts.**

▼

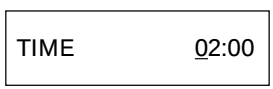
Press [Start/Copy].



11 **Use [◄] or [►] to select TIME.**

▼

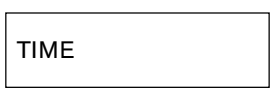
Press [Start/Copy].



12 **Use the numeric buttons to enter the time at which the daylight saving time will take effect.**

▼

Press [Start/Copy].

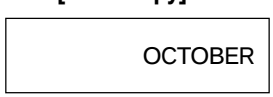


13 **Press [Function].**

14 **Use [◄] or [►] to select END DATE/TIME.**

▼

Press [Start/Copy] twice.



15 **Set the month, week, the day of the week, and time when the daylight saving time ends, as in steps 6 to 12.**

16 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Registering one-touch speed dialing numbers and names

The quickest way to dial a fax number is to use one-touch speed dialing. This allows you to dial a number by pressing a single button. Before you can use one-touch speed dialing, you must register the receiving number (up to 50 digits) with your fax.
You can also register the name of the party (up to 16 letters) and a voice tag; the name appears on the printout of the one-touch speed dialing list.

1 **Press [Function].**

2 **Use [◄] or [►] to select TEL REGISTRATION.**

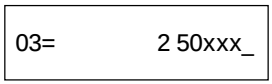
▼

Press [Start/Copy].

3 **Press [Start/Copy].**

4 **Use [◄] or [►] to select the number of the one-touch speed dialing button you want to use for the number.**
If a number is already registered under this one-touch speed dialing button, the number is displayed on the LCD.

5 **Enter the party's number (up to 50 digits) using the numeric buttons.**



▼

Press [Start/Copy] to register the number.

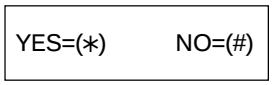
6 **Enter the party's name (up to 16 letters) using the numeric buttons (see p. 2-4).**

▼

Press [Start/Copy] to register the name.

Note To delete the name and number registered under the one-touch speed dialing button, press [Clear] and [Start/Copy] after you perform steps 1 to 4 above.

7 **Register the party's voice tag for voice dialing.**
See Registering voice dialing voice tags, p. 2-14.
The fax asks you if you want to register the voice tag.



Press [✳] or [#] to select YES or NO.

8 **• If you selected NO in step 7, proceed to step 9.**
• If you selected YES in step 7:
After a tone, speak the party's name into the microphone.
The fax asks you to speak the party's name again.

After a tone, speak into the microphone again.

9 **To assign additional one-touch speed dialing numbers, start from step 4 .**
To finish, press [Stop].

Registering coded speed dialing numbers and names

Use coded speed dialing to dial a fax number at the press of three buttons. A fax/telephone number up to 50 digits can be registered under each two-digit speed dialing code (01-50) and you can register up to 50 locations. You can also register the name of the party (up to 16 letters) and a voice tag; the name appears on the printout of the coded speed dialing list.

1 **Press [Function].**

2 **Use [◄] or [►] to select TEL REGISTRATION.**
▼
Press [Start/Copy].

```
1-TOUCH SPD DIAL
```

3 **Use [◄] or [►] to select CODED SPEED DIAL.**
▼
Press [Start/Copy].

```
∗01=
```

4 **Use [◄] or [►] to select the two-digit code under which you want to register the number.**
If a number is already registered under this coded speed dialing code, the number is displayed on the LCD.

5 **Enter the party's number and name the same way you registered them for one-touch speed dialing.**
See steps 5 to 6, Registering one-touch speed dialing numbers and names, p. 2-11.

```
∗03=81 773 xxxx_
```

6 **Register the party's voice tag the same way you registered it for one-touch speed dialing (see pp. 2-11, 2-14).**

7 **To assign additional coded speed dialing numbers, start from step 4.**
To finish, press [Stop].

Note To delete the name and number registered under the coded speed dialing code, press [Clear] and [Start/Copy] after you perform steps 1 to 4 above.

Registering voice dialing voice tags

Voice dialing allows you to dial a number by speaking the receiving party's name to the fax. Before you can use the voice dialing feature, you must register voice tags.
You can register a name or phrase (no longer than 3 seconds) you want to use to retrieve the party, such as the first name, family name, nickname, company name, official position, and so forth. You can register up to 15 voice tags.

Note

You can check whether a voice tag has been registered for a specific one-touch or coded speed dialing entry by printing the speed dialing lists.
Entries with a voice tag are preceded by an icon (✳).

Registering voice tags with one-touch/coded speed dialing numbers and names

Follow the procedures on Registering one-touch/coded speed dialing numbers and names, pp. 2-11 to 2-13.

Adding voice tags to the one-touch/coded speed dialing numbers

1 **Press [Function].**

2 **Use [◄] or [►] to select TEL REGISTRATION.**

▼

Press [Start/Copy].

3 **Use [◄] or [►] to select 1-TOUCH SPD DIAL or CODED SPEED DIAL.**

▼

Press [Start/Copy].

4 **Use [◄] or [►] to select the receiving party you want to add a voice tag to.**

▼

Press [Start/Copy] twice.

5 **When the fax asks you if you want to add a voice tag, press [✳] to select YES.**
If a voice tag is already registered under this speed dialing number, the fax asks you if you want to modify the voice tag (see Modifying voice tags, p. 2-15).

6 **After the tone, speak the party's name into the microphone.**
The fax asks you to speak the name again.

▼

After the tone, speak into the microphone again.
- Keep background noise to a minimum to ensure reliable operation.
- Registering the same or similar voice tags for different parties may cause an error when you try to retrieve the party.

7 **To assign additional voice tags, start from step 4.**
To finish, press [Stop].

Modifying voice tags

1. **Perform steps 1 to 4 on p. 2-14.**
2. **If a voice tag is already registered under the speed dialing number, the fax asks you if you want to modify the voice tag.**
   ▼
   Press [✳] to select YES.
3. **Use [◀] or [▶] to select REDO VOICETAG.**
   ▼
   Press [Start/Copy].
   The fax asks you to confirm that you want to redo the voice tag registration.
4. **Press [✳] to select YES and proceed to step 6 on p. 2-14.**
   Press [#] to cancel the procedure.

Deleting voice tags

1. **Perform steps 1 and 2 on Modifying voice tags above.**
2. **Use [◀] or [▶] to select DELETE VOICETAG.**
   ▼
   Press [Start/Copy].
   The fax asks you to confirm that you want to delete the voice tag.
3. **Press [✳] to select YES to delete the voice tag.**
   Press [#] to cancel the procedure.

3 DOCUMENTS AND PAPER

Preparing documents

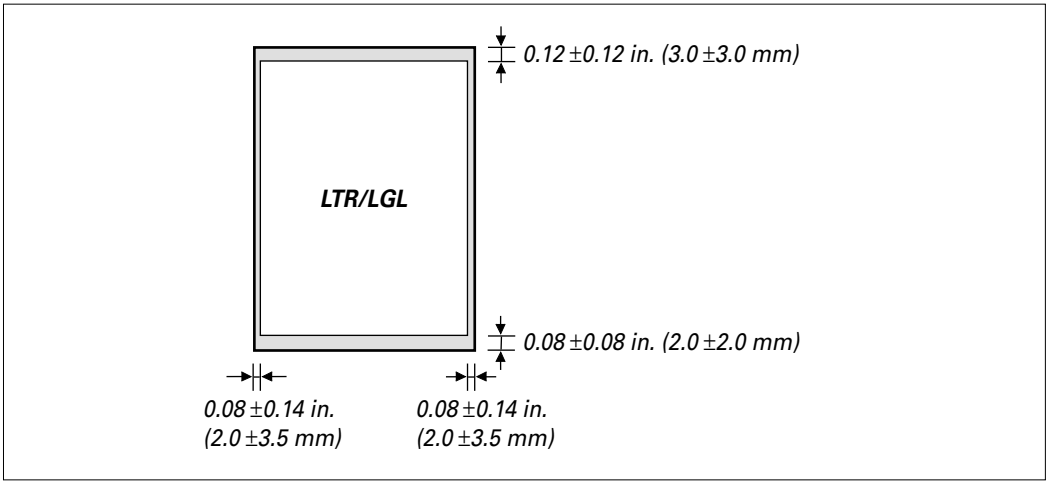
Types of documents you can scan

■ Size

The fax can scan standard letter, A4, or legal-size documents.

■ Scanned area

The actual area scanned by the fax is shown below.



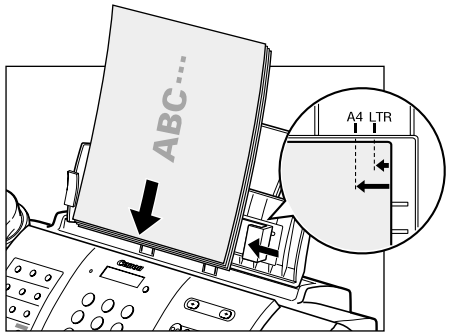
The margin on either side of the sheet and the margin on the top and bottom are not picked up by the scanner.

Problem documents

- To prevent document jams in the document tray, do not attempt to load the following types of documents into the fax:
  - – Wrinkled or creased paper
  - – Curled or rolled paper
  - – Torn paper
  - – Carbon paper or carbon-backed paper
  - – Coated paper or glossy paper
  - – Onion skin or thin paper
  - – Thick paper
  - – Envelopes
- Remove all staples, paper clips, etc. before loading the document into the document tray.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document into the document tray.
- Make a photocopy of any document that will not feed into the fax so that you can then load the copy into the document tray.

Loading documents

1 **Adjust the document guide to the width of the document, and gently insert the top of the document face up into the document tray until you hear a beep.**



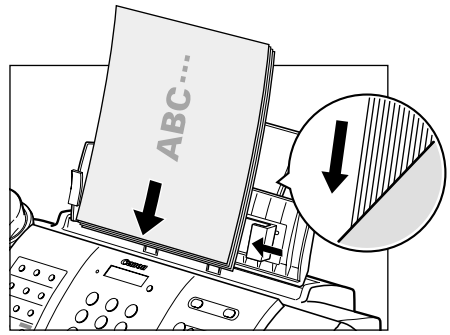
Note

- For a multipage document, the pages are fed one by one from the top of the stack.
- Wait until all pages of your document have been scanned before starting a new job.
- Make sure you follow the procedure above to load documents into the document tray. If the document is not loaded into the document tray correctly, it may not be fed into the fax properly; resulting in a jam, or in pages not being sent.
- If you want to send a document with more than 15 letter-size (5 legal-size) pages*, divide the document into sections and send each section in a separate transmission.

* The total thickness of the paper stack must be less than 0.08 in. (2mm).

Problems with multipage documents

If you have trouble feeding multipage documents from the document tray into the fax, remove the stack and tap it on a flat surface to even the edges. Then slant the stack so that its front edge is beveled, and insert the stack into the document tray.



Note

To avoid feeding problems, make sure the document meets the document requirements (see p. 3-1).

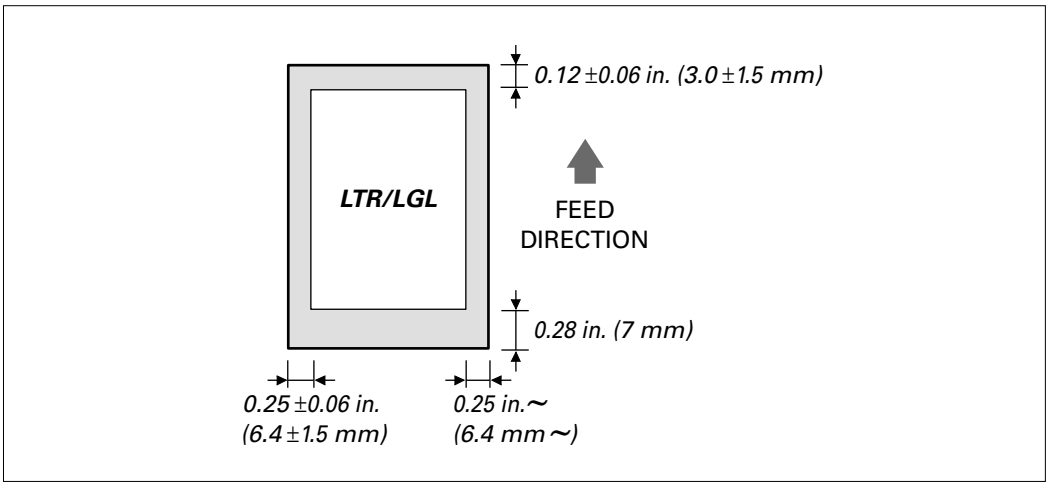
Paper requirements

You can use regular copier paper, cotton bond paper, or typical letterhead. Your fax does not require special ink jet paper. Always use paper without curls, folds, staples, or damaged edges. Look at the label on the package to see if the paper has a preferred side for printing.

Note Be sure to test paper before purchasing large quantities.

Printable area

The shaded area below shows the printable area of letter/legal-size paper. Be sure to print within this area.



Loading paper

For details on loading paper in the multi-purpose tray, see p. 1-8.

4 SENDING DOCUMENTS

Preparing to send a document

Before you send a document, see Chapter 3: DOCUMENTS AND PAPER.

Adjusting the quality of your documents

■ Setting the scanning resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

Note: Using a higher resolution will increase the output quality, but will slow down the scanning speed.

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.

2 **Press [Resolution] to select the resolution.**
You can select STANDARD, FINE or PHOTO.
After about 5 seconds, the fax returns to standby mode.

Note: You can change the resolution setting while the document is being scanned for sending. However, please note that your new setting will only affect the next page scanned.

■ Setting the scanning contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast your fax uses to send or copy documents, according to how light or dark your document is.

1 **Press [Function].**
▼
Press [Start/Copy] twice.

DATE & TIME

2 **Use [◄] or [►] to select SCAN CONTRAST.**
▼
Press [Start/Copy].

STANDARD

3 **Use [◄] or [►] to adjust the scanning contrast.**
You can select STANDARD, DARKER or LIGHTER.
▼
Press [Start/Copy].

4 **Press [Stop].**
Setting ends and the fax returns to standby mode.

Sending methods

- Direct sending (see below)
- Memory sending (see p. 4-3)
- Manual sending (see p. 4-4)

Dialing methods

There are several methods of dialing the receiving party's number, depending on how your fax is set up.

- Regular dialing
- One-touch speed dialing (see p. 4-5)
- Coded speed dialing (see p. 4-5)
- Directory dialing (see p. 4-6)
- Voice dialing (see p. 4-7)

Sending documents

Direct sending

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and contrast (see p. 4-1).

2 **Dial the receiving party's fax number.**
Use one of the dialing methods described in this chapter.

```
TEL=        3456xxxx
```

3 **Press [Start/Copy].**
The fax begins sending.
Press twice to send immediately.

Note

- If an error occurs during sending, the fax beeps intermittently for a few seconds and an error message appears on the LCD. If this happens, correct the error and then press [Stop], then try sending the document again. See LCD messages, p. 9-15.
- The fax automatically redials if the receiving party does not answer or if the line is busy. (You can specify the number of times it redials; see AUTO REDIAL, p. 7-3.)

Memory sending

The fax normally uses direct sending to send your document. However, you can send it with memory sending (see below). In this case, the fax quickly scans the document into memory. Then it sends the document from memory. This means you do not have to wait for the fax to finish sending before you can retrieve your original document.
You can send up to 15 letter-size pages at a time with memory sending (based on ITU-T No.1 Chart, standard resolution).

Note If MEMORY FULL appears on the LCD during the scanning process, re-start sending the document using direct sending (see p. 4-2), or divide the document into sections.

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and contrast (see p. 4-1).

2 **Press [Function].**
▼
Press [Send Options].

3 **Use [◄] or [►] to select MEMORY TX.**
▼
Press [Start/Copy].

4 **Dial the receiving party's fax number.**
Use one of the dialing methods described in this chapter (see p. 4-2).

```
TEL=       3456xxxx
```

5 **Press [Start/Copy].**
The fax scans the document into memory and begins sending.

Manual sending

If you would like to first speak with the person you are sending the document to, use manual sending. You need to connect the handset or extension phone to the fax for manual sending.

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and contrast (see p. 4-1).

2 **Pick up the handset or press [Hook] and dial the receiving party's fax number.**
Use one of the dialing methods described in this chapter (see p. 4-2).

```
TEL=        3456xxxx
```

3 **If a person answers, converse normally, then ask them to press the start button on their fax. Press [Start/Copy] and hang up.**
If you hear a high pitch tone, press [Start/Copy] and hang up.

Note

- If you pressed [Hook] in step 2, you need to pick up the handset when a person answers the phone.
- The fax will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the fax to beep, disable the OFFHOOK ALARM setting (see p. 7-2).
- If an error occurs during sending, the fax beeps intermittently for a few seconds and an error message appears on the LCD. If this happens, correct the error, then try sending the document again. See LCD messages, p. 9-15.

Canceling sending

1 **Press [Stop].**

Note When you cancel sending, you may need to press and hold [Start/Copy] for a few seconds, then the fax will feed out the document.

Automatic dialing

Sending a document using one-touch speed dialing or coded speed dialing numbers

To use this feature you must first register numbers for one-touch speed dialing (see pp. 2-11, 2-12) or coded speed dialing (see p. 2-13).

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and the contrast (see p. 4-1).

2 **Press the one-touch speed dialing button under which the number you wish to fax is registered.**

905 795 xxxx

-or-

Press [Coded Dial/Directory] and enter the appropriate two-digit coded speed dialing code.
The registered name and number appear.
If you make a mistake, press [Stop]. Then press the correct one-touch speed dialing button or press [Coded Dial/Directory] and re-enter the code.

1 49 39 xx xx

3 **Press [Start/Copy].**
The fax begins sending.

Sending a document using directory dialing _

This feature is convenient when you know the other party's name but cannot recall the one-touch speed dialing button or the code for coded speed dialing where the number is registered.
This procedure can also be used to look up the other party's name and retrieve the number for dialing.

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and the contrast (see p. 4-1).

2 **Press [Coded Dial/Directory] twice.**

DIRECTORY DIAL

3 **Press a numeric button to enter the first letter of the name of the party you are searching for.**

∗01 Canon CANADA

4 **Press [◀] or [▶] to display the other names and numbers registered for the button letter group.**
- The names for one-touch speed dialing numbers are prefixed with two digits and the names for coded speed dialing numbers are prefixed with an asterisk (∗) and two digits.
- When you reach the last name and number registered for the letter group, you will return to the first name and number in the group.
- If the LCD does not change after you press [◀] or [▶], this means only one name and number is registered for the button you just pressed.
- Press [Redial/Pause] to switch between the name and number on the LCD.

5 **With the telephone number you want to dial displayed, press [Start/Copy] to start the document transmission.**

Sending a document using voice dialing

To use this feature you must first register the voice tags for voice dialing (see p. 2-14).

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and the contrast (see p. 4-1).

2 **Press [Voice Dial]. Then speak the voice tag into the microphone.**
The registered name will be displayed on the LCD.

CANON

3 **With the party's name you wish to dial displayed, press [Start/Copy] to start the document transmission.**
- If the AUTO VOICE DIAL setting is set to ON, the fax automatically starts the transmission (see p. 7-2).
- If the displayed party's name is not what you are searching for, press [Stop] to cancel the procedure, and re-start from step 2.

Note

If an error occurs every time you speak into the microphone, re-register the voice tag and try again (see pp. 2-11 to 2-14).

Special dialing

Sending a document using caller history

If the CALLER ID setting is set to ON, the caller's name and phone/fax number appear on the LCD when you receive a call (see p. 7-4). The fax keeps up to 20 latest caller IDs in memory.

Note

The caller history feature uses the Telcordia GR-30-CORE protocol. Contact your local telephone company for detailed information about caller ID subscription.

1 **Press [Function].**

2 **Press [Caller History].**

▼

Press [Start/Copy].

The date and time, names, and numbers from which you have received calls recently will be displayed on the LCD.

- Press [Redial/Pause] or [Coded Dial/Directory] to switch between the date and time, name, and phone number on the LCD.

3 **Use [◄] or [►] to select the receiving party.**

4 **Press [#] to add/remove the area code (NPA) or the prefix.**

You can select from the following patterns:

- 1-NPA-123-xxxx
- 123-xxxx
- 1-123-xxxx
- NPA-123-xxxx

▼

Press [Start/Copy].

The fax begins calling the number.

5 **If a person answers, pick up the handset and converse normally.**
If you want to send a document, load the document face up into the document tray (see Loading documents, p. 3-2) and ask them to press the start button on their fax.

See Manual sending, p. 4-4.

6 **When you hear a high pitch tone, press [Start/Copy] and hang up.**

The fax begins sending the document.

Long-distance dialing

When you register a long-distance number, you may have to insert a pause within or after the number. For long-distance dialing, the location and length of the pause may differ depending on the telephone system. To enter a pause, press [Redial/Pause]. A pause within a number is 2 seconds long. The length of this pause can be adjusted. See MID PAUSE SET, p. 7-3. A pause at the end of a number is fixed at 10 seconds.

Redialing when the line is busy

There are two methods of redialing: manual redialing and automatic redialing. This section explains these two methods.

Manual redialing

Press [Redial/Pause] to dial the last number you dialed with the numeric buttons. (This starts redialing regardless of whether automatic redialing is enabled.)

■ Canceling manual redialing

To cancel manual redialing, press [Stop].

Automatic redialing

■ What is automatic redialing?

When you are sending a document and the receiving party's line is busy, the fax waits the specified time and then dials the same number again. You can set the fax to redial several times if previous attempts fail because of a busy signal.

Automatic redialing can be turned off and on. The number of redialing attempts and the time interval between attempts can also be adjusted (see AUTO REDIAL, p. 7-3).

If all redialing attempts are unsuccessful, the fax will cancel the transmission.

When automatic redialing is in use, the LCD displays AUTO REDIAL while it is waiting to redial.

■ Canceling automatic redialing

Automatic redialing cannot be canceled with the [Stop] button while the fax is waiting to redial.

1. **Wait until the fax begins redialing.**
2. **Press [Stop].**

Note: If you want to cancel a memory-sending transmission while the fax is waiting to redial, you will have to delete the document from memory (see p. 4-15).

■ Setting the options for automatic redialing

You can set the following options for automatic redialing:

- Whether or not the fax redials automatically.
- The number of times the fax attempts to redial.
- The time interval between redialing attempts.

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◀] or [▶] to select TX SETTINGS.**

▼

Press [Start/Copy].

ECM TX

3 **Use [◀] or [▶] to select AUTO REDIAL.**

▼

Press [Start/Copy].

- To disable automatic redialing, use [◀] or [▶] to select OFF, then press [Start/Copy]. Press [Stop] to return to standby mode.
- To enable automatic redialing, use [◀] or [▶] to select ON and continue with the steps below.

ON

4 **Press [Start/Copy] twice.**

2TIMES

5 **Use the numeric buttons to enter the number of times you want the fax to redial.**

You can select from 1 to 10 times (see p. 7-3).

▼

Press [Start/Copy] twice.

2MIN.

6 **Use the numeric buttons to enter the time interval between redialing attempts.**

You can select from 2 to 99 minutes (see p. 7-3).

▼

Press [Start/Copy].

7 **Press [Stop].**

The fax returns to standby mode.

Delayed sending

Your fax can send a document automatically at a preset time. This allows you to take advantage of lower late-night long-distance rates offered by some telephone companies.

The fax can only register one preset sending operation at a time.

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.
You can set the scanning resolution and contrast (see p. 4-1).

2 **Press [Function].**
▼
Press [Send Options].

3 **Use [◄] or [►] to select DELAYED TX.**
▼
Press [Start/Copy].

```
SETTIME        15:00
```

4 **Enter the desired sending time (24-hour clock) using the numeric buttons.**
- Set the time using the 24-hour clock system. Precede single digits with a zero.
  Example: 3:00 p.m. = 15:00
- Press [Clear] if you need to re-enter the time.
- You can also use [◄] or [►] to move the cursor.

5 **Press [Start/Copy].**

6 **Enter the receiving party's fax number.**
You can enter the receiving party's fax number using the numeric buttons, one-touch speed dialing, coded speed dialing, or directory dialing (see pp. 4-5, 4-6).

7 **Press [Start/Copy].**
The fax scans the document into memory.

8 **The fax will automatically dial at the programmed time.**

Sending other documents while the fax is set for delayed sending

You can send, receive, and copy other documents even when the fax is set for sending at a preset time.

To send or copy other documents after setting the fax for delayed sending, simply send or copy using any other sending procedure in this guide.

Note

Delayed sequential broadcasting is applicable for sending one document to more than one location at a later time when multiple fax numbers are dialed (see p. 4-13).

Canceling delayed sending

1 **Press [Function].**

2 **Use [◄] or [►] to select MEMORY REFERENCE.**

▼

Press [Start/Copy].

3 **Use [◄] or [►] to select DELETE DOCUMENT.**

▼

Press [Start/Copy].

```
TX/RX NO.        0001
```

4 **Use [◄] or [►] to select the transaction number (TX/RX NO.) of the document you want to delete.**

- If the LCD does not change after you press [◄] or [►], this means only one transaction is stored in memory.
- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (see p 4-14).

▼

Press [Start/Copy].

```
YES=(*)        NO=(#)
```

5 **Press [*] to delete the file.**

If you change your mind and want to continue sending, press [#].

6 **Press [Stop].**

The fax returns to standby mode.

Sequential broadcasting

Sending a document to more than one location

Sequential broadcasting sends one document to more than one location.
You can send to a total of 60 locations as follows:

- One-touch speed dialing = 9 locations
- Coded speed dialing = 50 locations
- Regular dialing (Numeric buttons dialing) = 1 location

You can enter the one-touch speed dialing and coded speed dialing locations in any order. You simply press the one-touch speed dialing button, or press [Coded Dial/Directory] followed by the two-digit code.
You can also include one location using regular dialing. Remember that when using regular dialing, you must press [Start/Copy] after entering the number.

Note: You must press each button within 10 seconds of the preceding one. The fax begins the operation approximately 10 seconds after you press the last button.

1 Load the document face up into the document tray.
See Loading documents, p. 3-2.
You can set the scanning resolution and contrast (see p. 4-1).

2 Dial the receiving party's fax numbers as you need.
You can also press [Redial/Pause] to redial the last number dialed with the numeric buttons.

```
TEL=        3456xxxx
```

3 Press [Start/Copy].

- The fax reads the document into memory and begins sending.
- To cancel a transmission, press [Stop] during dialing or transmission. All transmissions in the sequence are canceled.

Documents stored in memory

Printing a list of documents in memory

Your fax can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document. Once you know the transaction number of a document in memory, you can print it or delete it.

1. **Press [Function].**
2. **Use [◄] or [►] to select MEMORY REFERENCE.**
   ▼
   Press [Start/Copy].

   DOC. MEMORY LIST
3. **Press [Start/Copy].**

Printing a document in memory

1. **Press [Function].**
2. **Use [◄] or [►] to select MEMORY REFERENCE.**
   ▼
   Press [Start/Copy].

   DOC. MEMORY LIST
3. **Use [◄] or [►] to select PRINT DOCUMENT.**
   ▼
   Press [Start/Copy].

   TX/RX NO. 0001
4. **Use [◄] or [►] to select the transaction number (TX/RX NO.) of the document you want to print.**
   If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (see above).
5. **Press [Start/Copy].**

   1ST PAGE ONLY?

   1sec.

   YES=(*) NO=(#)

6 **Press [✳] to print the first page only, or press [#] to print all pages of the document.**
The fax prints the document.

Deleting a document from memory

1 **Press [Function].**

2 **Use [◀] or [▶] to select MEMORY REFERENCE.**
▼
Press [Start/Copy].

```
DOC. MEMORY LIST
```

3 **Use [◀] or [▶] to select DELETE DOCUMENT.**
▼
Press [Start/Copy].

```
TX/RX NO.      0001
```

4 **Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to delete.**
- If the LCD does not change after you press [◀] or [▶], this means only one transaction is stored in memory.
- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (see p. 4-14).

5 **Press [Start/Copy].**
The fax asks you to confirm that you want to delete the document.

```
YES=(✳)        NO=(#)
```

6 **Press [✳] to delete the document.**
If you change your mind and want to keep the document in memory, press [#].

7 **To continue deleting other documents in memory, repeat the procedure from step 4. To finish, press [Stop].**

5 RECEIVING DOCUMENTS

Different ways to receive a document

Your fax provides you with several modes for receiving documents. To determine which mode best suits your requirements, see the table below.

Receive Mode	Main Use	Operation	Requirements	Details
FAX/TEL AUTO SW (Fax/Tel mode)	Fax/Tel	Automatically switches between fax and voice calls. Receives documents automatically and rings for voice calls.	Handset or extension phone connected to the fax.	p. 5-2
MANUAL MODE	Tel	Rings for every call, regardless of whether the call is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Handset or extension phone connected to the fax.	p. 5-4
DRPD	Fax/Tel	The fax rings differently depending on whether a call is a fax or voice call.	Subscription to a DRPD service. Handset or extension phone connected to the fax.	p. 5-5
FAX ONLY MODE	Fax	Answers all calls as fax calls. Receives documents automatically and disconnects voice calls.	Separate telephone line for fax use only. If you want to be alerted when a fax call is received, connect the handset, or an extension phone to the fax, and enable the INCOMING RING setting.	p. 7-4

Setting the receive mode

Once you have decided which mode is suitable for your needs, set the mode by pressing [Receive Mode].

1 **Press [Receive Mode].**
Every time you press [Receive Mode], the mode changes cyclically.

▼

Press [Start/Copy].
The fax returns to standby mode.

Receiving both documents and telephone calls automatically: Fax/Tel mode

If you set Fax/Tel mode, you can control precisely how the fax handles incoming calls by adjusting the following settings:

- Adjust the time the fax takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
- Adjust the length of time the fax rings when the call is a voice call (F/T RING TIME setting).
- Set whether the fax switches to receive mode after the ring time set in F/T RING TIME has elapsed (DEFAULT ACTION setting).

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] or [►] to select RX SETTINGS.**

▼

Press [Start/Copy].

ECM RX

3 **Use [◄] or [►] to select FAX/TEL AUTO SW.**

▼

Press [Start/Copy].

RING START TIME

4 **Press [Start/Copy].**

8SEC

5 **Use the numeric buttons to enter the time the fax waits before ringing when it receives a call.**

You can select from 0 to 30 seconds (see p. 7-4).

▼

Press [Start/Copy] twice.

15SEC

6 **Use the numeric buttons to enter the time the fax rings while waiting for someone to pick up the handset.**

You can select from 10 to 45 seconds (see p. 7-4).

▼

Press [Start/Copy] twice.

RECEIVE

7 **Use [◀] or [▶] to select RECEIVE or DISCONNECT.**

This setting tells the fax what to do if the handset is not picked up within the specified ring time set in step 6.

▼

8 **Press [Start/Copy].**

9 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Receiving documents manually: MANUAL MODE

1 **Check that Manual is displayed on the LCD (see p. 5-2).**

12/20	Manual

2 **Check that the handset or extension phone is connected to the fax (see p. 1-4).**

3 **When you hear the handset or extension phone rings, pick up the handset.**

4 ■ **If you hear a person's voice:**
Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine.
When you hear a slow beep, press [Start/Copy] on the fax to begin receiving the document. Hang up the handset.

- If the extension phone is connected to the fax and located away from the fax, dial 25 (the remote receiving ID) on the extension phone and hang up.
- The fax begins receiving the document.

■ **If you hear a slow beep tone:**
Someone is trying to send you a document.

- Press [Start/Copy] and hang up the handset.
- If the extension phone is located away from your fax, dial 25 (the remote receiving ID) on the extension phone and hang up.
- The fax begins receiving the document.

Be sure to hang up the handset after you press [Start/Copy] otherwise the call will be disconnected.

Receiving with a DRPD (Distinctive Ring Pattern Detection) service: DRPD

DRPD service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

Note: Contact your local telephone company for detailed information on this service.

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] or [►] to select RX SETTINGS.**

▼

Press [Start/Copy].

ECM RX

3 **Use [◄] or [►] to select DRPD:SELECT FAX.**

▼

Press [Start/Copy].

NORMAL RING

4 **Use [◄] or [►] to select the ring pattern that your telephone company assigned to your fax number.**

You can select NORMAL RING, DOUBLE RING, SHORT-SHORT-LONG, SHORT-LONG-SHORT, or OTHER RING TYPE.

▼

Press [Start/Copy].

5 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Other features

Saving ink while printing documents

You can enable/disable ink-saving feature by pressing the [Ink Saver] button when the [Function] button is pressed.

Note By enabling this feature, print quality will be reduced. For highest print quality, disable this feature.

1 **Press [Function].**

▼

Press [Ink Saver].

2 **Use [◄] or [►] to select ON or OFF.**

▼

Press [Start/Copy].

The fax returns to standby mode.

Receiving documents in memory while performing another task or when a problem occurs

If your fax is performing another task or encounters a problem when receiving a document, it automatically stores the unprinted pages in memory, and the LCD displays REC'D IN MEMORY as well as one or more messages. For an explanation of the message(s) and details on the action to take, see p. 9-18.

Note
- You can set the fax not to store documents in memory if a problem occurs during reception (see MEMORY RX, p. 7-4).
- Once the pages are printed, they are deleted from memory.

Polling to receive documents

The polling feature allows you to request a document to be faxed to you from another fax machine. The sending party only needs to make sure the document is on a fax machine and ready to be sent. Thus, when your fax polls the other fax machine, the document is sent automatically. The fax can poll any fax machine that supports polling.

Note
- Before attempting to poll a fax machine, make sure that the other fax machine supports polling.
- If the other party is using a Canon fax machine which has the Polling ID function, ask them to set the Polling ID of their fax machine to 255 (11111111 binary number).
- For details on the Polling ID, see the other party's fax machine manual.
- Your fax cannot do polling transmissions.

1 **Press [Function].**

▼

Press [Polling].

▼

Press [Start/Copy].

2 **Dial the fax number of the fax machine you wish to poll.**
Use one of the dialing methods described on page 4-2.

TEL=	3456xxxx

3 **Press [Start/Copy].**
Your fax begins receiving the document.

Canceling receiving

1 **Press [Stop].**

Recording the outgoing message

Before you use TAM MODE, you must record an outgoing message. Use the microphone on the operation panel to record your outgoing message. Only one outgoing message, no longer than 20 seconds, can be recorded.

Types of messages that can be recorded

OUTGOING MESSAGE: Answering machine message

ALT OUTGOING MSG: Answering message only, used when the recording time is set to 0 or the memory is full. Caller cannot leave a message.

VOICE MEMO: See p. 6-6.

FAXTEL MESSAGE: Message played when the Fax/Tel mode is set.

FORWARDING MSG: Message played when any new telephone messages are forwarded to a forwarding number.

Recording the outgoing message

To record another type of message, select the type of message you want to record in step 1, and then follow the procedure below to record it.

1 **Use [◄] or [►] to select OUTGOING MESSAGE.**

2 **Press [Record] and speak into the microphone to record your outgoing message.**
The remaining recording time is displayed on the LCD.

-or-

Press [Start/Copy], use [◄] or [►] to select RECORD and press [Start/Copy] again. Then speak into the microphone to record your outgoing message.

3 **Press [Stop] twice when recording is finished.**
You can record an alternative outgoing message, fax/telephone switching message or forwarding message by selecting the appropriate option in step 1 above and then continuing on to steps 2 and 3.

Note You cannot delete the OUTGOING MESSAGE. To record a new outgoing message, repeat steps 1 to 3 above. The old outgoing message will be automatically deleted when you record your new message.

Setting TAM MODE

Setting TAM MODE allows you to receive telephone messages and fax transmissions while the fax is unattended. When you cancel TAM MODE, any new telephone messages will be played automatically.

1 Press [TAM Mode] to set TAM MODE.

- When you set TAM MODE, the TAM LED lights up and the outgoing message is played.
- When you cancel TAM MODE, the TAM LED switches off. If you have any new telephone messages, the messages are played automatically.
- To cancel TAM MODE, press [TAM Mode] again.

Note

- NO OGM is displayed on the LCD when no outgoing message has been recorded. You must record an outgoing message before you can set TAM MODE (see p. 6-1).
- A maximum of 55 messages, including an outgoing message, alternative message and voice memos, with a total maximum recording time of 10 minutes can be recorded. You can set a maximum recording time of 120 seconds for each telephone message (see p. 6-3).
- If you have any new telephone messages, the TAM LED blinks and the number of messages appears on the LCD.
- The date and time when the telephone message was recorded, the number of telephone messages and the number of the message being played (ICM No.) are displayed whenever a message is played.

When TAM MODE is set and a call is received, the fax will respond as described below.

1 The fax will ring 2 or 5 times, when TOLL SAVER is set to ON, depending on whether there are any telephone messages (see p. 6-5).
When TOLL SAVER is set to OFF, you can specify the number of times the fax will ring.

2 The outgoing message is played to the other party.

3 If the other party sends a fax after they leave a message, or if the call is a fax call, the fax is received automatically.

Note

When the fax is set to MANUAL MODE and MAN/AUTO SWITCH has been set to OFF, TAM MODE will be activated if the fax rings 15 times and the call is not answered (only when an outgoing message has been recorded). When the call is disconnected, the fax returns to MANUAL MODE.

Setting the recording time for a telephone message

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] or [►] to select TAM SETTINGS.**

▼

Press [Start/Copy] twice.

30 SECONDS

3 **Use [◄] or [►] to select the recording time.**

The recording time can be set to 0, 30, 60 or 120 seconds.

▼

Press [Start/Copy].

4 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Note

When the recording time is set to 0, the alternative outgoing message is played. If an alternative outgoing message has not been recorded, the outgoing message is played. In this case, there will be no beep after the message is played and the caller will not be able to leave a message.

Setting TAM MONITOR

TAM MONITOR allows you to screen all incoming calls.

Note To use this feature, LINE MONITOR VOL (see p. 7-2) must be set to a setting other than 0. If LINE MONITOR VOL is set to 0, you will not be able to hear any incoming messages as they are being recorded.

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] or [►] to select TAM SETTINGS.**

▼

Press [Start/Copy].

MESSAGE LENGTH

3 **Use [◄] or [►] to select TAM MONITOR.**

▼

Press [Start/Copy].

ON

4 **Use [◄] or [►] to select ON.**

▼

Press [Start/Copy].

5 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Setting TOLL SAVER

Setting TOLL SAVER allows you to check whether you have any new messages when you call from a remote location.

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] or [►] to select TAM SETTINGS.**

▼

Press [Start/Copy].

MESSAGE LENGTH

3 **Use [◄] or [►] to select TOLL SAVER.**

▼

Press [Start/Copy].

- When TOLL SAVER is set to ON and there are telephone messages, the fax will ring twice before answering the call.
- When TOLL SAVER is set to ON and there are no telephone messages, the fax will ring five times before answering the call.

ON

4 **Press [Start/Copy].**

5 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Recording voice memos

Use this feature when you are going out and want to leave a message for another member of the family.
Use the microphone on the printer cover to record your voice memo.
Only one voice memo, 30, 60, or 120 seconds*, can be recorded. If you record a new voice memo when there is already a voice memo recorded, the old voice memo will be deleted.

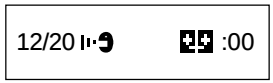
1 **Use [◄] or [►] to select VOICE MEMO.**

2 **Press [Record] and speak into the microphone to record your voice memo.**
The remaining recording time is displayed on the LCD.

-or-

Press [Start/Copy], use [◄] or [►] to select RECORD and press [Start/Copy] again. Then speak into the microphone to record your voice memo.

3 **Press [Stop] twice when recording is finished.**
The fax returns to standby mode.



Note To play a voice memo, repeat step 1 above and then press [Play]. Alternatively, carry out step 1 above, press [Start/Copy], select PLAY and then press [Start/Copy].

-or-

1 **Press [Record].**

2 **Press [Record] or [Start/Copy]. Then speak into the microphone to record your voice memo.**
The remaining recording time is displayed on the LCD.

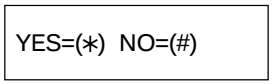
3 **Press [Stop] when recording is finished.**
The fax returns to standby mode.

* The recording time for a voice memo can be set to the same settings as the recording time for a telephone message. However, if you set 0 as the recording time for each telephone message, voice memo recording time will be set to 30.

Deleting messages

1 **Use [◄] or [►] to select the type of message you want to delete.**

2 **Press [Delete].**
The fax asks you to confirm that you want to delete the message.

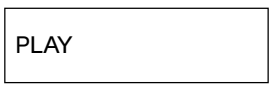


3 **Press [*] to delete the message.**
If you do not want to delete the message, press [#].

-or-

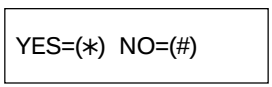
1 **Use [◄] or [►] to select the type of message you want to delete.**

Press [Start/Copy].



2 **Use [◄] or [►] to select ERASE.**

3 **Press [Start/Copy] .**
The fax asks you to confirm that you want to delete the message.



4 **Press [*] to delete the message.**
If you do not want to delete the message, press [#].

Note You cannot delete the OUTGOING MESSAGE. The old outgoing message will be automatically deleted when you record your new message.

Playing telephone messages

Telephone messages will be played back in order from the oldest message recorded. If a voice memo has been recorded, it will be played back first.

1 Press [Play].

The date and time when the telephone message was recorded, the number of telephone messages and the number of the message being played (ICM No.) are displayed whenever a message is played.

```
SUN 17:15      02/05
```

Note

- Press [|◀◀] to listen to the message again. (Repeat)
- Press [▶▶|] to play the next message. (Skip)
- Press [|◀◀] twice to play the previous message.
- Press [Stop] to stop playback.
- Press [Delete] during playback to delete a message.
- Use [◀] or [▶] to change the volume.

Follow the procedures below to delete all messages.

1 Press [Delete].

```
YES=(*)  NO=(#)
```

2 Press [*] to delete all messages.

If you change your mind and decide not to delete all messages, press [#].

Remote control features

Use these features when you call home to play back any messages you may have received. You can also use the remote control features to set TAM MODE.

You must register a four-digit PIN as your password before you can use these features (see below).

Registering the password for remote control

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] or [►] to select TAM SETTINGS.**

▼

Press [Start/Copy].

MESSAGE LENGTH

3 **Use [◄] or [►] to select PASSWORD.**

▼

Press [Start/Copy].

PASSWORD 1234

4 **Use the numeric buttons to enter a four-digit PIN as your password.**

▼

Press [Start/Copy].

5 **Press [Stop].**

Registration ends and the fax returns to standby mode.

Using remote control

1 Call home.

2 The outgoing message will be played.

3 Press [#] while the outgoing message is playing. Enter your password when you hear the beeps indicating that you should enter your password.
When your password is accepted, you will hear a confirmation tone (a short series of beeps).

4 The fax will now accept remote control commands (see List of remote control commands, p. 6-11).
For example, press [1][1][#] to play back any telephone messages you may have received. When playback has finished, press [9][9][#] to end the remote control.

5 End the remote control and hang up the handset.

- A password is required to use the remote control features. However, if PIN ENTRY is set to OFF (see p. 7-6), it is not necessary to enter your password when you use the FORWARDING MSG feature (see p. 6-12).
- If you enter an invalid password, you will hear an error tone. If you enter two invalid passwords consecutively, the call will be disconnected.
- You should enter a remote command within 20 seconds of entering your password. If more than 20 seconds elapse after you enter your password and you do not enter a remote command, the call will be disconnected.
- The remote control features can be used even when the fax is set to a mode other than TAM MODE.
- In FAX ONLY MODE, the outgoing message will not be played. Press [#] when the call is connected.
- In Fax/Tel mode (FAX/TEL AUTO SW), press [#] while the Fax/Tel message is playing. If you have not set a Fax/Tel message, press [#] when the call is connected.
- In MANUAL MODE, press [#] if MAN/AUTO SWITCH has been set. If MAN/AUTO SWITCH is off, the fax will ring 15 times. Press [#] while the outgoing message is playing. Then, enter your password when you hear the beeps.

■ List of remote control commands

Command	Sub-command*	Description
11#		Play ICM
	4#	Repeat
	6#	Skip
	5#	Stop playback
	9#	Delete
19#		Delete all ICM
20#		Record voice memo
	#	End recording
21#		Play voice memo
	4#	Repeat
	5#	Stop playback
29#		Delete voice memo
31#		Record outgoing message
	#	End recording
32#		Record alternative outgoing message
	#	End recording
33#		Record forwarding message
	#	End recording
34#		Record FAX/TEL switching message
	#	End recording
41#		Play outgoing message
	4#	Repeat
	5#	Stop playback
42#		Play alternative outgoing message
	4#	Repeat
	5#	Stop playback
43#		Play forwarding message
	4#	Repeat
	5#	Stop playback
44#		Play FAX/TEL switching message
	4#	Repeat
	5#	Stop playback
50#		Cancel TAM MODE
51#		Set TAM MODE
60#		Cancel ICM forwarding mode
61#		Set ICM forwarding mode**
89#		Delete voice memo/all ICM messages
99#		End remote control

* Sub-commands are only valid while the command they are linked to is active.

** When no forwarding number has been set, ICM forwarding mode cannot be set. When TAM MODE has not been set, entering this command activates TAM MODE and ICM forwarding mode simultaneously.

Forwarding telephone messages

This feature allows you to automatically forward telephone messages, recorded when the fax is set to TAM MODE, to a registered forwarding number.

You can use remote control to access the forwarding number and listen to your telephone messages.

Note

- You must register a forwarding number and set TAM MODE before you can use this feature. Remote control cannot be used to set this feature unless a forwarding number has been registered.
- If you set FWD SETTINGS to ON when a forwarding message has not been recorded, you will hear a tone instead of a forwarding message when telephone messages are forwarded.

Setting the forwarding number

1 **Press [Function].**

▼

Press [Start/Copy].

2 **Use [◄] or [►] to select TAM SETTINGS.**

▼

Press [Start/Copy].

3 **Use [◄] or [►] to select FWD SETTINGS.**

▼

Press [Start/Copy].

4 **Use [◄] or [►] to select ON.**

▼

Press [Start/Copy] twice.

5 **Use the numeric buttons to enter the forwarding number.**
A maximum of 40 digits can be entered.

▼

Press [Start/Copy].

6 **Press [Stop].**
Setting ends and the fax returns to standby mode.

Setting the number of redial times

1 **Follow steps 1 to 5 on p. 6-12.**

2 **Use [◄] or [►] to select AUTO REDIAL.**

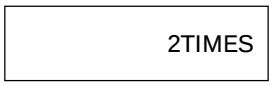
▼

Press [Start/Copy].

3 **Use [◄] or [►] to select ON.**

▼

Press [Start/Copy] twice.



4 **Use the numeric buttons to enter the number of redial times.**

▼

Press [Start/Copy] twice.

5 **Use the numeric buttons to enter the redial interval.**

▼

Press [Start/Copy].

6 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Setting PIN ENTRY

1 **Follow steps 1 to 5 on p. 6-12.**

2 **Use [◄] or [►] to select PIN ENTRY.**

▼

Press [Start/Copy].

3 **Use [◄] or [►] to select ON.**

▼

Press [Start/Copy].

4 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Note

If PIN ENTRY is set to OFF, it is not necessary to enter your password when you use the FORWARDING MSG feature (see p. 6-12).

When a forwarded call is received

When FWD SETTINGS is set to ON, telephone messages recorded when the fax is set to TAM MODE will be automatically forwarded to a registered forwarding number.

1 **A call is received at the forwarding number.**

2 **When you answer the phone you will hear your forwarding message.**

3 **Press [#] while the forwarding message is playing.**
If you have not set a forwarding message, press [#] when you hear the tone.

4 **Enter your password when you hear the beeps.**
- When PIN ENTRY is set to OFF (see p. 6-14), step 4 is not required.
- If you enter an invalid password, you will hear an error tone. If you enter two invalid passwords consecutively, the call will be disconnected.

5 **Any new telephone messages will be played.**

6 **When playback ends, it will be possible to use the remote control features. For the remote control features, see pp. 6-9 to 6-11.**

7 **Hang up the handset when you have finished.**

Note

- **When forwarding is not possible:**
  You can set the fax to redial the forwarding number a certain number of times at specified intervals when forwarding is not possible, such as at times when the forwarding number is busy or the phone is unattended. If forwarding is still not possible after the fax redials the forwarding number the specified number of times, the forwarding setting will be temporarily canceled. However, the fax will dial the forwarding number again when any new telephone messages are received.
- You should enter a remote command within 20 seconds of entering your password. If more than 20 seconds elapse after you enter your password and you do not enter a remote command, the call will be disconnected.

Selecting a menu

The USER SETTINGS, REPORT SETTINGS, TX SETTINGS, RX SETTINGS, PRINTER SETTINGS, SYSTEM SETTINGS, and TAM SETTINGS menus allow you to customize the way your fax works. Each menu contains settings that control different functions of your fax.

1 **Press [Function].**

▼

Press [Start/Copy].

USER SETTINGS

2 **Use [◄] and [►] to scroll through the menus and select the menu you want.**

You can select the USER SETTINGS, REPORT SETTINGS, TX SETTINGS, RX SETTINGS, PRINTER SETTINGS, SYSTEM SETTINGS or TAM SETTINGS menu (see pp. 7-2 to 7-6).

3 **Press [Start/Copy] to access the settings under the menu you selected.**

4 **See the tables on the following pages (see pp. 7-2 to 7-6) for guidelines on selecting and registering settings.**

- Use [◄] and [►] to scroll through the settings.
- To register a setting or access a sub-setting, press [Start/Copy].
- To return to a previous level, press [Function].

DATE &TIME

5 **Press [Stop].**

Setting ends and the fax returns to standby mode.

Note

- If at any stage you want to return to standby mode, press [Stop].
- If you pause for more than 60 seconds while accessing a menu, the fax will automatically return to standby mode.

USER SETTINGS

Name	*Description*	*Settings*
DATE & TIME	Set the date and time (24-hour clock) using the numeric buttons.	–
UNIT TELEPHONE #	Enter your fax number using the numeric buttons.	–
UNIT NAME	This is the name that appears at the top of each fax page you send (see p. 2-7).	–
TX TERMINAL ID	This option sets the parameters for the identification header that appears on every page you send.	–
TTI POSITION	Select the position of the TTI.	INSIDE IMAGE/ **OUTSIDE IMAGE**
TELEPHONE # MARK	Select the icon for the fax number.	**FAX**/TEL
SCAN CONTRAST	Set the density of the reproduction.	**STANDARD**/DARKER/ LIGHTER
OFFHOOK ALARM	Enable/disable the off hook alarm. The alarm alerts you that the handset is not seated properly in its cradle.	**ON**/OFF
VOLUME CONTROL	Set the volume of the fax sounds.	–
LINE MONITOR VOL	Set the volume of the line monitor (sound during dialing).	0 (off)/1/**2**/3
CALLING VOLUME	Set the volume of the ring produced when the fax detects a voice call during FAX/TEL switchover.	1/**2**/3
ALARM VOLUME	Set the volume of the error alarm sound.	0 (off)/1/**2**/3
KEYPAD VOLUME	Set the volume of the keypad.	0 (off)/1/**2**/3
RX CALL LEVEL	Set the ring tone.	**STANDARD**/HIGH
TEL LINE TYPE	Set the dialing method the fax uses to match the type of phone line you have.	**TOUCH TONE**/ ROTARY PULSE
AUTO VOICE DIAL	Enable/disable automatic dialing for voice dialing.	ON/**OFF**

(Default settings are shown in bold type.)

REPORT SETTINGS

Name	*Description*	*Settings*
TX REPORT	Enable/disable automatic printing of the transmission report. OUTPUT NO: Turn off the transmission report feature. OUTPUT YES: Set the fax to print a transmission report every time you send a document. PRINT ERROR ONLY: Print only when an error occurs during sending.	**OUTPUT NO**/ OUTPUT YES/ PRINT ERROR ONLY
RX REPORT	Enable/disable automatic printing of the reception report. OUTPUT NO: Turn off the reception report feature. OUTPUT YES: Set the fax to print a reception report every time you receive a document. PRINT ERROR ONLY: Print only when an error occurs during receiving.	**OUTPUT NO**/ OUTPUT YES/ PRINT ERROR ONLY
ACTIVITY REPORT	Enable/disable automatic printing of the activity report.	–
AUTO PRINT	When you set ON, your fax is set to print an activity report for every 20 transactions (sending and receiving).	OUTPUT NO/ **OUTPUT YES**
TX/RX SEPARATE	Divide the activity management report into sending and receiving transactions.	ON/**OFF**

TX SETTINGS

Name	*Description*	*Settings*
ECM TX	Enable/disable error correction during transmission.	**ON**/OFF
MID PAUSE SET	Set the length of the pause you insert into a dialing sequence.	**2** seconds (1 to 15)
AUTO REDIAL	Determine whether the fax will redial a number if it fails to get a response on the first attempt.	**ON**/OFF
REDIAL TIMES	Set the number of retries.	**2** times (1 to 10)
REDIAL INTERVAL	Set the period of time between redialing attempts.	**2** minutes (2 to 99)

(Default settings are shown in bold type.)

RX SETTINGS

Name	*Description*	*Settings*
ECM RX	Enable/disable error correction during reception.	**ON**/OFF
FAX/TEL AUTO SW	Enable/disable FAX/TEL switchover. This feature is used to answer calls, and if no fax tone is detected, the fax rings to alert you of an incoming call.	–
RING START TIME	Set the duration that the fax listens for a fax tone before starting to ring.	**8** seconds (0 to 30)
F/T RING TIME	Set the length of time the fax will ring to alert you of an incoming call.	**15** seconds (10 to 45)
DEFAULT ACTION	Select the action taken after the F/T RING TIME expires.	DISCONNECT/**RECEIVE**
INCOMING RING	When the handset or an extension phone is connected, you can set the fax to ring when it receives a call.	ON/**OFF**
RING COUNT	Set the number of incoming rings before the fax answers.	**2** times (1 to 99)
MAN/AUTO SWITCH	Determine if the fax switches to document receive mode after the fax rings for a specified time when the fax is in the manual receive mode.	ON/**OFF**
RING TIME	Set the amount of time the fax will ring before switching to document receive mode.	**15** seconds (1 to 99)
REMOTE RX	Enables/disables remote receiving.	**ON**/OFF
REMOTE RX ID	If you set REMOTE RX to ON, you can select the remote receiving ID.	**25** (00 to 99)
MEMORY RX	Turn on/off memory receiving of a document.	**ON**/OFF
DRPD:SELECT FAX	If you select DRPD as the receive mode, select the ring pattern for the fax.	**NORMAL RING** DOUBLE RING SHORT-SHORT-LONG SHORT-LONG-SHORT OTHER RING TYPE
CALLER ID	Determine if the fax displays the caller's name and fax number when receiving a call.	ON/**OFF**

PRINTER SETTINGS

Name	*Description*	*Settings*
RX REDUCTION	Enable/disable reduction for received documents.	**ON**/OFF
FIXED REDUCTION	Select the reduction rate.	**STANDARD**/ A4→LTR/ LGL→LTR
REDUCE DIMENSION	Select reduction in height only or both width and height.	**VERTICAL ONLY**/ HORIZ & VERTICAL
PAPER SIZE	Select the size of the loaded fax paper.	**LTR**/A4/LGL

(Default settings are shown in bold type.)

SYSTEM SETTINGS

Name	*Description*	*Settings*
AUTO TEST PRINT	Enable/disable auto test printing whenever the BJ cartridge is replaced.	**ON**/OFF
DATE SETUP	Set the date format.	**MM/DD/YYYY** DD/MM YYYY YYYY MM/DD
DISPLAY LANGUAGE	Set the language of the LCD messages.	**ENGLISH**/FRENCH/ SPANISH/PORTUGUESE
TX START SPEED	Set the speed at which the fax starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	**14400bps**/9600bps/ 7200bps/4800bps
RX START SPEED	Set the speed at which the fax starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	**9600bps**/7200bps/ 4800bps
DAYLGHT SAV TIME	Enable/disable the daylight saving time system.	ON/**OFF**
BEGIN DATE/TIME	Set the beginning of the daylight saving time period.	–
END DATE/TIME	Set the end of the daylight saving time period.	–
	MONTH: Set the beginning/end month.	JANUARY/FEBRUARY/ MARCH/**APRIL**/MAY/ JUNE/JULY/AUGUST/ SEPTEMBER/ OCTOBER*/NOVEMBER/ DECEMBER
	WEEK: Set the beginning/end week.	**FIRST WEEK**/SECOND WEEK/THIRD WEEK/ FOURTH WEEK/ LAST WEEK*
	DAY: Set the beginning/end day of the week.	MONDAY/TUESDAY/ WEDNESDAY/THURS- DAY/FRIDAY/SATURDAY/ **SUNDAY***
	TIME: Set the beginning/end time.	–

* Default settings for END DATE/TIME.

(Default settings are shown in bold type.)

TAM SETTINGS

Name	*Description*	*Settings*
MESSAGE LENGTH	Set the maximum recording time for each recorded message.	0 seconds/**30 seconds**/ 60 seconds/120 seconds
PASSWORD	Set a four-digit PIN so that you can access the fax from remote locations.	**1234** (0000 to 9999)
TOLL SAVER	Setting this feature to ON allows calls to be picked up after 2 rings when you have a new message.	**ON**/OFF
RING COUNT	If you set TOLL SAVER to OFF, this feature allows you to set the number of times the fax rings.	**2** times (1 to 15)
FWD SETTINGS	Allows you to forward messages.	ON/**OFF**
FWD TEL NUMBER	Forwarding telephone number A maximum of 40 digits can be entered.	–
AUTO REDIAL	Redial the previously dialed number. REDIAL TIMES: Set the number of retries. REDIAL INTERVAL: Set the period of time between redialing attempts.	**ON**/OFF **2** times (1 to 10) **2** minutes (2 to 99)
PIN ENTRY	Pin confirmation	ON/**OFF**
TAM MONITOR	Allows you to screen all incoming calls.	**ON**/OFF

(Default settings are shown in bold type.)

Activity reports

Your fax keeps track of most of its sending and receiving operations. These operations can be printed out in the form of activity reports that can help you check the dates and times of fax transmissions and whether or not each transaction was successful.

How to print a report

Depending on the type of report, you can have the fax print the report automatically, or you can print it directly. The TX report, RX report, MULTI TX/RX report, and Memory clear report (see p. 9-19) can only be printed automatically. See REPORT SETTINGS (p. 7-3) on how and when reports are printed automatically.

1 **Press [Function].**

▼

Press [Report].

2 **Use [◀] or [▶] to display the type of report you want to print.**

▼

Press [Start/Copy].

You can select ACTIVITY REPORT, 1-TOUCH LIST, CODED DIAL LIST, or USER DATA LIST.

Activity report

Summarizes the information for the sending and receiving activities of your fax after 20 transactions. For automatic printing, see ACTIVITY REPORT, p. 7-3.

Transactions in an activity report are listed chronologically.

One-touch speed dialing list

Lists the numbers and names registered under one-touch speed dialing buttons.

Coded speed dialing list

Lists the numbers and names registered under coded speed dialing codes.

User data list

Lists the current settings of the fax and the registered sender information.

Doc. memory list

Lists the documents currently stored in the fax's memory (see p. 4-14).

TX (Transmission) report

Normally the fax does not print an activity report for transmitting, but you can set the fax to print an activity report every time you send a document. See TX REPORT, p. 7-3.

You can set the fax to print an activity report only when an error occurs during transmitting. See TX REPORT, p. 7-3.

RX (Reception) report

Normally the fax does not print an activity report for receiving, but you can set the fax to print an activity report every time you receive a document. See RX REPORT, p. 7-3.

You can set the fax to print an activity report only when an error occurs during receiving. See RX REPORT, p. 7-3.

Multi TX/RX (Transaction) report

Lists the result of a sequential broadcasting.
If you set the fax to print a TX REPORT and then use sequential broadcasting, a MULTI TX/RX REPORT will be printed instead of a TX (Transmission) REPORT. See TX REPORT, p. 7-3.

A memory clear report is printed automatically when power is restored after a power failure. See Memory clear report, p. 9-19.

8 MAKING COPIES

Copying documents

One of the convenient features of the fax is its ability to make high quality copies. You can make up to 99 copies of one document at a time.
If you make copies of multiple documents at a time, the number of pages the fax can scan into memory varies depending on the scanning resolutions (see p. 4-1) as follows:

- STANDARD/FINE = 25 pages*
- PHOTO = 1 page

Note
- STANDARD and FINE result in the same resolution when making copies.
- If MEMORY FULL appears on the LCD when making multiple copies, see Copying problems, p. 9-14.

1 **Load the document face up into the document tray.**
See Loading documents, p. 3-2.

2 **Press [Resolution].**
You can select STANDARD, FINE or PHOTO.

▼

Press [Start/Copy].

COPY PAGE 01

3 **Enter the number of copies (up to 99) using the numeric buttons.**
To make a correction to the number of copies, press [Clear] and re-enter the number.

▼

Press [Start/Copy].
To stop copying anytime, press [Stop]. If the document does not eject, press [Start/Copy] for a few seconds, then the fax will feed out the document. See Jams in the document tray, p. 9-1.

* Based on ITU-T No.1 Chart, Standard mode.

Clearing jams

Jams in the document tray

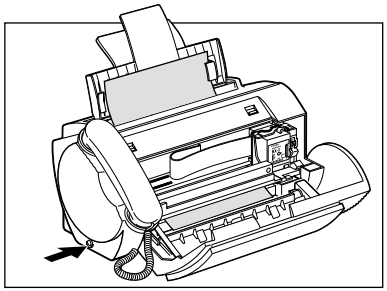
When a document jams or misfeeds in the document tray, open the printer cover and see FIG. 1 inside the cover. If the fax does not feed out the document after you press [Start/Copy] for a few seconds, follow the procedures below to remove the document.

Note You do not need to unplug the fax when clearing document jams.

1 Open the printer cover by gently pulling it towards you.

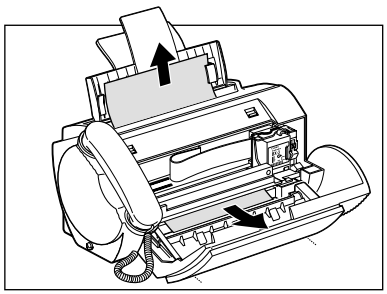
- If a multipage document is loaded, remove the non-jammed documents from the document tray.
- Do not try to pull the jammed document out without opening the printer cover since you may tear or smudge the document.

2 Push the document release button on the left-side panel of the fax.



3 Remove the document.

- Pull it gently in either direction.



4 When you are finished, close the printer cover.

Be sure to close the printer cover until it locks into place, or the fax will not function properly.

5 Press [Stop].

The fax returns to standby mode.

Jams in the multi-purpose tray

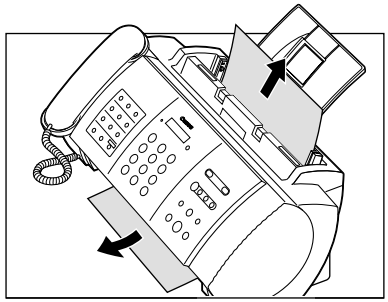
If paper jams in the multi-purpose tray, CLEAR PAPER JAM is displayed on the LCD.

If necessary, remove the document tray when clearing paper jams.

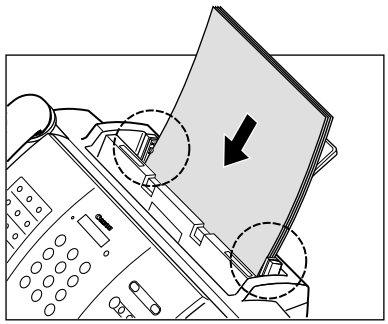
Note You do not need to unplug the fax when clearing paper jams.

1 **Remove the paper stack from the multi-purpose tray.**

2 **Gently pull any jammed paper out of the fax as shown.**
Pull it gently in either direction.



3 **Reload the paper stack in the multi-purpose tray (see p. 1-8).**



Make sure the stack does not exceed the paper limit mark (▶|).

4 **Press [Stop].**

Periodic cleaning

Your fax requires little periodic maintenance. This section describes the necessary cleaning procedures for the fax. Please note the following before cleaning:

- Be sure to disconnect the power cord before cleaning the fax. Since documents in memory are erased when the power is disconnected, print any documents stored in memory before disconnecting the power cord (see p. 4-14).
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

CAUTION **Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the fax.**

Cleaning the exterior of the fax

1. **Disconnect the power cord from the fax.**
2. **Wipe the exterior of the fax with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.**
3. **When you are finished, reconnect the power cord.**

Cleaning the interior of the fax

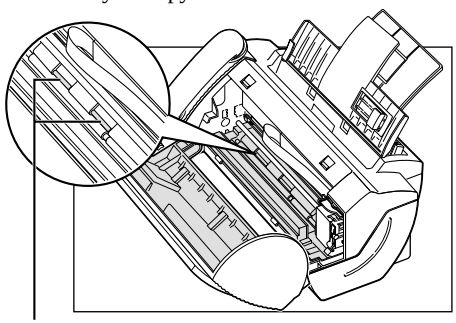
■ Cleaning inside the printer cover

To prevent ink spots and paper dust from accumulating inside the fax and affecting print quality, clean the print area of the fax periodically.

1. **Disconnect the power cord from the fax.**
2. **Open the printer cover.**

   CAUTION **Do not touch the components or any metal parts.**
3. **Use a clean, soft, dry, lint-free cloth to remove any ink or paper debris from the interior of the fax (shaded area), especially around the four pinch rollers.**

   Dirt and dust particles that collect on the underside of the printer cover affect the quality of the documents you copy or send.



Pinch rollers

Be careful not to touch the BJ cartridge or its holder.

4 **When you are finished, close the printer cover.**
Be sure to close the printer cover until it locks into place.

5 **Reconnect the power cord.**

■ Cleaning the scanner components

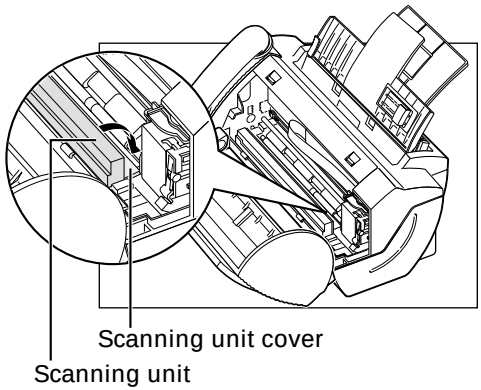
Note
- If the scanner components are dirty, the documents you send or copy will also be dirty.
- Use a soft, lint-free cloth.

CAUTION
Do not use tissue paper, paper towels, or similar materials for cleaning.

1 **Disconnect the power cord from the fax.**

2 **Open the printer cover.**

3 **While holding the scanning unit, flip down the scanning unit cover, marked with a white strip inside, clean the components**:
Wipe with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.



4 **When you are finished, close the printer cover.**
Be sure to close the printer cover until it locks into place.

5 **Reconnect the power cord.**

Testing and cleaning the BJ cartridge print head

The print head in the BJ cartridge contains nozzles through which ink is propelled onto the paper. To maintain the best possible print quality, these nozzles need to be cleaned from time to time. Your fax is equipped with a print head cleaning function that does this.

■ Printing the nozzle check pattern

Before cleaning the print head, you may want to print the nozzle check pattern to test the print head of the BJ cartridge installed in the fax. This test shows if each print head nozzle is operating properly.

1 **Press [Function].**

▼

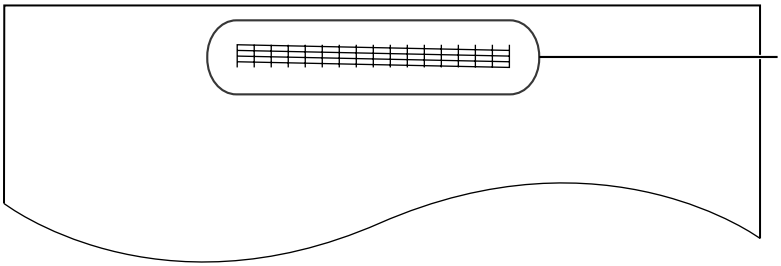
Press [Cleaning].

2 **Use [◄] or [►] to select NOZZLE CHECK.**

▼

Press [Start/Copy].

The fax prints the nozzle check pattern.



Nozzle check pattern
If the pattern is broken or missing, clean the BJ cartridge print head (see p. 9-6).

Note Print the nozzle check pattern again after cleaning the BJ cartridge print head to check if cleaning corrected the problem.

■ Cleaning the BJ cartridge print head

If your printouts become faint or streaked, or if their quality otherwise deteriorates, print the nozzle check pattern to see if the print head nozzles are operating properly (see p. 9-5). If the pattern is broken or missing, clean the BJ cartridge print head.

Note
- To maintain the best possible print quality, clean the BJ cartridge print head from time to time.
- Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the BJ cartridge.

1 **Press [Function].**

▼

Press [Cleaning].

2 **Use [◀] or [▶] to select HEAD CLEANING.**

▼

Press [Start/Copy].

The fax cleans the print head.

Note
- You can clean the print head up to five consecutive times if necessary.
- After cleaning, print the nozzle check pattern to check if cleaning corrected the problem (see p. 9-5).
- If cleaning does not improve print quality, replace the BJ cartridge (see below).

Replacing the BJ cartridge

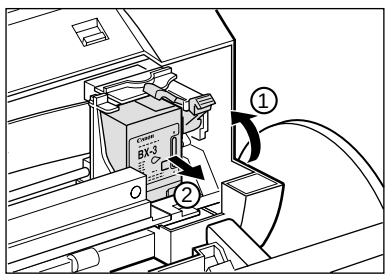
Note
- Do not replace the BJ cartridge while the fax is printing or performing another operation.
- If you need to unplug the fax, wait until it returns to standby mode (date and receive mode displayed on the LCD). Otherwise the cartridge holder may not be in its home position, causing the BJ cartridge to remain uncapped and dry out.

1 **Make sure the fax is plugged in.**

2 **Open the printer cover.**

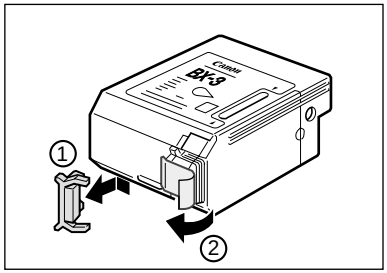
CAUTION
- **Do not try to manually move or stop the cartridge holder.**
- **Do not touch the components shown or any metal parts.**

3 **Raise the cartridge lock lever ① on the cartridge holder and remove the BJ cartridge ②.**



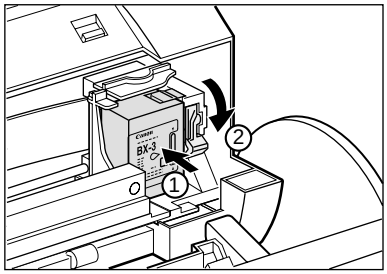
- Discard the old BJ cartridge immediately according to the local laws and regulations for disposal of consumables. You may want to place it in a plastic bag to keep any residual ink from spilling.
- Spilled ink can stain any surface; protect yourself and your work area.

4 **Remove the new BJ cartridge from its package, then remove the orange protective cap ① and tape ②.**



- Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.
- Install the BJ cartridge immediately after removing the cap and tape.
- Spilled ink can stain any surface; protect yourself and your work area.

5 **Align the slot in the cartridge with the yellow post in the fax, and with the label facing outwards, insert the BJ cartridge into the cartridge holder ①. Lower the cartridge lock lever ② until you hear a click to lock the cartridge in place.**



The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left before lowering the cartridge lock lever.

6 **Close the printer cover.**
If the AUTO TEST PRINT setting is set to ON:
The fax automatically prints a test page.
The fax prints a test page every time you insert a BJ cartridge.

- Load the paper in the multi-purpose tray before you replace the BJ cartridge.
- You can turn off automatic test printing by changing the AUTO TEST PRINT setting. See SYSTEM SETTINGS, p. 7-5.

Troubleshooting

Paper feeding problems

❑ Paper does not load.

The multi-purpose tray may contain too many sheets.

• Make sure the paper stack in the multi-purpose tray does not exceed the paper limit mark (⏭) (see p. 1-7).

Paper may not be loaded correctly.

• Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly (see p. 1-8).

❑ Paper is loaded skewed. (Printing is skewed.)

Paper may not be loaded correctly.

• Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly (see p. 1-8).
• Make sure the right edge of the paper stack is aligned with the right side of the multi-purpose tray and the paper guide is aligned with the left edge of the stack (see p. 1-8).
• Make sure the paper exit path is clear.

❑ Multiple sheets load into the fax at the same time.

Paper may not be loaded correctly.

• Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly (see p. 1-8).

Sheets of paper may be sticking together.

• Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together (see p. 1-8).

The multi-purpose tray may contain too many sheets.

• Make sure the paper stack in the multi-purpose tray does not exceed the paper limit mark (⏭) (see p. 1-7).
• Do not exceed the maximum loading capacity of the multi-purpose tray (see p. 1-7).
• Do not force the paper stack into the multi-purpose tray.

Different types of paper may be loaded in the multi-purpose tray.

• Load only one type of paper.
• Make sure you load paper that meets the paper requirements for the fax (see Chapter 3).

❑ Repeated paper jams occur.

The paper you are using may be causing the jams.

• Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together (see p. 1-8).
• Check that the paper you are using and your printing environment (see pp. 1-7, S-1) are within the specifications of the fax (see Chapter 3).
• Try loading a fresh stack of paper in the multi-purpose tray.

Faxing problems

Sending problems

❑ You cannot send a document.

The BJ cartridge may not be installed properly.
- Make sure the BJ cartridge is installed properly. Do not remove a used BJ cartridge except to replace it with a new one.

The fax may have overheated.
- Unplug the fax and let it cool for several minutes. Then plug it back in and try sending again.

The fax may not be set for the type of telephone line in use (pulse/tone).
- Make sure the fax is set for the correct telephone line type (see p. 2-6).

The document may not have been loaded correctly into the document tray.
- Remove the document, stack it if necessary, and load it into the document tray correctly (see p. 3-2).
- Make sure the printer cover is closed.

The one-touch speed dialing button or coded speed dialing code you entered may not be registered for the feature you want to use.
- Check the one-touch speed dialing button or coded speed dialing code and make sure it is registered correctly (see Chapter 2).

You may have dialed or have been provided with an incorrect number.
- Dial the number again, or check that you have the correct number.

The receiving party's fax machine may be out of paper.
- Call the receiving party and ask them to make sure paper is loaded in their fax machine.

There may be other documents being sent from memory.
- Allow time for those documents to finish sending.

An error may have occurred during sending.
- Print an activity report and check for an error (see p. 7-7).

The telephone line may not be working properly.
- Make sure there is a dial tone when you press [Hook] or when you lift the handset. If there is no dial tone, contact your local telephone company.

The receiving fax machine may not be a G3 fax machine.
- Make sure the receiving fax machine is compatible with the fax (which is a G3 fax machine).

❑ Documents sent from the fax are spotted or dirty.

The receiving fax machine may not be working properly.
- Check the fax by making a copy (see p. 8-1). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components (see p. 9-4).

The document may not have been loaded correctly into the document tray.
• Remove the document, stack it if necessary, and load it into the document tray correctly (see p. 3-2).

❑ Cannot send using Error Correction Mode (ECM).

The receiving party's fax machine may not support ECM.
• If the receiving party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

ECM may be disabled.
• Make sure ECM is on (see ECM TX, p. 7-3).

❑ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.
• Lower the transmission speed (see TX START SPEED, p. 7-5).

Receiving problems

❑ Cannot receive a document automatically.

The fax may not be set to receive automatically.
• For the fax to receive faxes automatically, the receive mode must be set to FAX ONLY MODE, FAX/TEL AUTO SW (Fax/Tel mode), or DRPD (see Chapter 5).

The fax may have a document stored in memory.
• Print out any documents stored in memory (see p. 4-14).

An error may have occurred during reception.
• Check the LCD for an error message (see p. 9-15).
• Print an activity report and check for an error (see p. 7-7).

The multi-purpose tray may be empty.
• Make sure paper is loaded in the multi-purpose tray (see p. 1-8).

The telephone line may not be connected properly.
• Make sure all line connections are secure (see p. 1-4).

❑ The fax does not switch automatically between telephone and fax reception.

The fax may not be set to switch automatically between telephone and fax reception.
- For the fax to switch automatically, the receive mode must be set to FAX/TEL AUTO SW (Fax/Tel mode) (see Chapter 5).

An error may have occurred during reception.
- Check the LCD for an error message (see p. 9-15).
- Print an activity report and check for an error (see p. 7-7).

The multi-purpose tray may be empty.
- Make sure paper is loaded in the multi-purpose tray (see p. 1-8).

The sending fax machine may not send the CNG signal that tells the fax that the incoming signal is a fax.
- Some fax machines cannot send the CNG signal that tells your fax the incoming call is from a fax machine. In such cases, you will have to receive the document manually (see p. 5-4).

❑ Cannot receive a document manually.

You may have disconnected the call by pressing [Start/Copy] or dialing the remote receiving ID after hanging up the handset of the extension phone.
- Always press [Start/Copy] or dial the remote receiving ID before hanging up the handset, otherwise you will disconnect the call.

The remote receiving ID may be incorrect.
- Make sure you dialed the correct remote receiving ID.

❑ Print quality is poor.

You may not be using the correct type of paper.
- Make sure you load paper that meets the paper requirements for the fax (see Chapter 3).

The BJ cartridge print head may need cleaning.
- Clean the BJ cartridge print head if necessary (see p. 9-6).

The sending fax machine may not be functioning properly.
- The sending fax machine usually determines the quality of the document. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

Error Correction Mode (ECM) may be disabled.
- Make sure ECM is on (see ECM RX, p. 7-4).

❑ Fax does not print.

The BJ cartridge may not be installed properly.
- Make sure the BJ cartridge is installed properly (see p. 1-9).
- Be sure to remove the orange protective tape from the BJ cartridge before you install it (see p. 1-10).

The BJ cartridge print head may need cleaning.
- Clean the BJ cartridge print head if necessary (see p. 9-6).

The BJ cartridge may need to be replaced.
- Determine if the problem is with the BJ cartridge and replace it if necessary (see p. 9-6).

❑ Fax images print blotched or uneven.

The telephone lines may be in poor condition, or you may have a bad connection.
- Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.
- Lower the reception speed (see RX START SPEED, p. 7-5).

The sending fax machine may not be functioning properly.
- The sending fax machine usually determines the quality of the document. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

❑ Cannot receive using Error Correction Mode (ECM).

The sending fax machine may not support ECM.
- If the sending fax machine does not support ECM, then the document is received in normal mode without error checking.

ECM may be disabled.
- Make sure ECM is on (see ECM RX, p. 7-4).

❑ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.
- Lower the reception speed (see RX START SPEED, p. 7-5).

The sending fax machine may not be functioning properly.
- Call the sender and have them check that their fax machine is functioning properly.

Print quality problems

❑ The print quality is not what you expect; print is not clear, is splashed, has missing dots or white streaks.

The paper you are using may not be supported by the fax.
• Make sure you are using the recommended paper (see p. 3-3).

You may be printing on the wrong side of the paper.
• Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

The nozzles on the BJ cartridge print head may be clogged.
• Clean the BJ cartridge print head if necessary (see p. 9-6).

The BJ cartridge may not be installed properly.
• Make sure the BJ cartridge is installed properly (see p. 1-9).

The BJ cartridge print head may be damaged.
• Determine if the problem is with the BJ cartridge print head (see p. 9-5) and replace the BJ cartridge if necessary (see p. 9-6).

❑ The printout contains blurred or smudged ink.

The paper you are using may not be supported by the fax.
• Make sure you are using the recommended paper (see p. 3-3).

You may be printing on the wrong side of the paper.
• Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

Telephone problems

❑ You cannot dial.

The telephone line may not be connected properly.
• Make sure all line connections are secure (see p. 1-4).

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 1-6). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.

The fax may not be set for the type of telephone line in use (pulse/tone).
• Make sure the fax is set for the correct telephone line type (see p. 2-6).

❑ The handset, telephone, or extension phone disconnects while you are talking.

The phone line cord may not be plugged in securely.
• Check that the phone line cord is plugged securely into the fax and into the wall outlet.

❑ There is interference on the line.

A mobile phone or cordless phone may be in use near the fax.
• Make sure that mobile phones and cordless phones are not used near the fax.

Copying problems

❑ The fax does not make a copy.

The BJ cartridge may need to be replaced.
• Determine if the problem is with the BJ cartridge and replace if necessary (see p. 9-6).

The document may not have been loaded correctly into the document tray.
• Remove the document, stack it if necessary, and load it face up into the document tray correctly
(see p. 3-2).
• Make sure the printer cover is closed.

The BJ cartridge may not be installed properly.
• Make sure the BJ cartridge is installed properly (see p. 1-9).

The fax may not be operating properly.
• Print the nozzle check pattern (see p. 9-5).

❑ MEMORY FULL appears on the LCD when making multiple copies.

The fax's memory is full.
• Print or delete any documents stored in memory (see pp. 4-14, 4-15) to free up space in the fax's memory, then start again.
• Change the scanning resolution and try copying again.

The document you are copying may have too many graphics.
• If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed.

For additional troubleshooting, see Print quality problems, p. 9-13.

General problems

❑ The fax has no power.

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 1-6). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.

The power cord may not be supplying power.
• Check the power cord by substituting with another.

❑ The fax will not print reports.

The BJ cartridge may need to be replaced.
• Determine if the problem is with the BJ cartridge and replace it if necessary (see p. 9-6).

❑ Nothing appears on the LCD.

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 1-6). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on. If the LCD remains blank, unplug the fax, wait five seconds, then plug it in again.

LCD messages

The following messages are displayed on the LCD when the fax is performing a function or encounters an error. The error code appears in the activity report (see p. 7-7).

Message	*Cause*	*Action*
AUTO REDIAL	The fax is waiting to redial the receiving number because the line was busy or the receiving party did not answer when you tried to send the document.	Wait for the fax to automatically redial the number. If you want to cancel automatic redialing, press [Stop] (see p. 4-9).
BUSY/NO SIGNAL	The telephone number you dialed is busy.	Try sending the document at a later time.
	The fax number dialed was incorrect.	Check the fax number and dial again.
	The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
	The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
	The touch tone/rotary pulse setting on your fax is incorrect.	Set your fax to the setting that matches your telephone line (see p. 2-6).
	The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the receiving party and have them check their fax machine. You can try to send the document using manual sending (see p. 4-4). For long-distance call, add pauses to the registered number (see p. 4-8).
CARTRIDGE JAMMED	The cartridge holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the cartridge holder and then press [Stop] and start again. Do not attempt to move the cartridge holder manually.
	The scanner unit may not be in the fully upright position.	Press the document release button, then gently move the scanner unit to the fully upright position.

Message	*Cause*	*Action*
CHANGE CARTRIDGE	The BJ cartridge is empty.	Replace the BJ cartridge (see p. 9-6). The fax will then print automatically any documents received in memory.
CHECK DOCUMENT	The document is not set in the document tray, or has jammed.	Set the document you are trying to send or copy (see p. 3-2), or check for a document jam and clear the jam if necessary (see p. 9-1), and start again.
CHECK PAPER SIZE	The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size or change the PAPER SIZE setting (see p. 7-4).
CHECK PRINTER	There may be an obstruction that is not allowing the cartridge holder mechanism to move.	Check for any obstruction (paper clip, small object, etc.) and also that the orange protective cap and tape are removed from the BJ cartridge. Check also for a paper jam and clear the jam if necessary (see p. 9-1). Then press [Stop] and start again.
	The BJ cartridge may be defective.	Press [Stop]. Reinstall the BJ cartridge (see p. 1-9) and start again. In either case, if the error does not clear, try unplugging the fax. Wait several minutes, then plug it back in. Also, try replacing the BJ cartridge with a new one (see p. 9-6).
	The waste ink tank (which holds the ink used for print head cleaning) may be full.	Contact the Canon Customer Care Center (see p. ii) to have the waste ink tank replaced immediately.
	During printing, the BJ cartridge print head may have become too hot.	Allow the fax to cool down. The fax will resume printing when it has cooled down.

Message	*Cause*	*Action*
CLEAR PAPER JAM	There is a paper jam.	Clear the paper jam (see p. 9-1) and reload paper in the multi-purpose tray. Press [Stop].
DATA ERROR	An error has occurred and all one-touch speed dialing, coded speed dialing, and user data have been lost.	Press [Start/Copy], then re-register the data (see Chapter 2).
DOC. TOO LONG	The document is longer than 29.5 in. (750 mm).	Use a copier to make a reduced copy of the document and then send the copy.
ECM RX	The fax is receiving a document using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition (see ECM RX, p. 7-4).
ECM TX	The fax is sending a document using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition (see ECM TX, p. 7-3).
MEMORY FULL	The fax's memory is full because it has received too many documents, or a very long or detailed document.	Print any documents stored in memory (see p. 4-14). Then start again.
	The fax's memory is full because you either tried to send too many pages at once, or you tried to send a very long or detailed document, using memory sending.	Free up space in the fax's memory by printing or deleting any documents in memory you no longer need (see pp. 4-14, 4-15). If multiple pages are loaded, separate the pages into smaller stacks. If not, try sending the document by direct sending (see p. 4-2).
MSG DATA LOST	An error has occurred and all voice message data has been lost.	Re-record all answering machine messages, such as the outgoing message and alternative outgoing message (see p. 6-1).

Message	*Cause*	*Action*
NO DATA	The one-touch speed dialing button or coded speed dialing code you entered has not been registered.	Register the one-touch speed dialing button or coded speed dialing code (see pp. 2-11, 2-13).
NO OGM	The outgoing message has not been recorded.	Record an outgoing message (see p. 6-1).
REC'D IN MEMORY	The fax received the document in memory because paper or ink ran out, a paper jam occurred, or the incorrect BJ cartridge was installed.	Load paper in the multi-purpose tray (see p. 1-8), replace the BJ cartridge (see p. 9-6) or clear the paper jam (see p. 9-1).
TAM MEMORY FULL	Either 50 messages have been recorded or the total maximum recording time of 10 minutes has been reached.	Listen to your telephone messages and delete any unnecessary messages. Alternatively, erase all telephone messages stored in the fax memory (see p. 6-7).
TX/RX CANCELLED	You pressed [Stop] to cancel the transmission.	If required, try sending again.
TX/RX NO. *nnnn*	When the fax sends or receives a document, it assigns it a unique identification number (*nnnn*).	Write the number down if you will need it later.

In case of a power failure

The user data settings and registered data for one-touch speed dialing and coded speed dialing are saved during a power failure using a built-in battery*. However, documents stored in the fax memory will be deleted. If a power failure occurs or the power is turned off, the fax will automatically print a memory clear report as soon as the power is turned on or the power is restored. This report includes a list of the documents that were stored in the memory at the time of power failure.

During a power failure

The following restrictions apply to the function of the fax during a power failure or while the power is turned off:

- You cannot use the fax to make telephone calls. If your fax is connected to a telephone, you may be able to make telephone calls.
- You cannot send, receive, or copy documents.
- You can receive voice calls only if the handset, a telephone, or an extension phone is connected to your fax.

Memory clear report

If you experience a power failure, the documents in the fax memory will be lost.
As soon as power is restored to the fax, it will automatically print out a list of documents that were stored in the memory at the time of the power failure.

If the cartridge is empty or there is no paper in the multi-purpose tray when power is restored, the memory clear report will not be printed even after the cartridge is replaced or paper is loaded.

* TAM Messages are also saved if the power fails.

Specifications

Scanning sheet size:	Width: Max. 8.5 in. (216 mm) Min. 8.3 in. (210 mm) Thickness: Max. 0.005 in. (0.13 mm) Min. 0.002 in. (0.06 mm)
Effective scanning size:	Width: (LTR/LGL): 8.3 in. (212 mm)
Effective printing size:	Width: 8.0 in. (203 mm)
Transmission time:	G3 ECM MMR: Approx. 6 seconds*
Scanning line density:	Horizontal: 203 dots/in. (8.00 dots/mm) Vertical Standard: 98 lines/in. (3.85 lines/mm) Vertical Fine: 196 lines/in. (7.70 lines/mm)
Recording method:	Bubble Jet printing
Paper tray capacity:	Maximum: 50 sheets (20 lb./75 g/m^2)
Paper type:	Plain cut sheet paper (Letter/A4/Legal) Paper weight: 17 lb. to 24 lb. (64 g/m^2 to 90 g/m^2) Paper thickness: 0.003 in. to 0.005 in. (0.08 mm to 0.13 mm)
Image memory:	Up to 50 letter-size pages* (standard resolution)
Auto dial functions:	One-touch speed dialing (Registration for 9 numbers) Coded speed dialing (Registration for 50 numbers)
Ink cartridge:	Canon BX-3 Black BJ cartridge
Power source:	120 V/60 Hz
Power consumption:	Standby: Approx. 4.4 W Operation: Approx. 9.9 W, maximum 32 W
Operating environment:	Temperature: 50° to 90.5°F (10°C to 32.5°C) Humidity: 20% to 85% RH
Dimensions:	16.1 in. (410 mm) (W) × 12.1 in. (307 mm) (D) × 12.1 in. (308 mm) (H) (including trays)
Weight:	Approx. 10.3 lb. (4.7 kg) (with handset)

Specifications are subject to change without notice.

* Based on ITU-T No.1 Chart, Standard mode.

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Canon

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Limited Warranty – U.S. Only

The limited warranty set forth below is given by Canon U.S.A., Inc. (“Canon USA”) with respect to the new or refurbished Canon-brand product (“Product”) packaged with this limited warranty, when purchased and used in the United States only.

The Product is warranted against defects in materials and workmanship under normal use and service (a) for a period of one (1) year from the date of original purchase when delivered to you in new condition in its original container or (b) for 90 days from the date of original purchase for refurbished Products. Defective parts or a defective Product returned to a Canon USA repair facility or a Canon USA Authorized Service Facility (“ASF”), and proven to be defective upon inspection, will be repaired, exchanged for new or comparable rebuilt parts, or exchanged for a refurbished Product, as determined by the Canon USA repair Facility or the ASF. Warranty repair or replacement shall not extend the original warranty period of the Product. A dated proof of purchase is required at the time of warranty service. A copy of your dated bill of sale will satisfy this requirement. This warranty does not cover any accessories, or any consumables, such as paper or ink cartridges, as to which there shall be no warranty or replacement.

This limited warranty shall only apply if the Product is used in conjunction with compatible computers, peripheral equipment and software. Canon shall have no responsibility for such items except for compatible Canon brand peripheral equipment covered by a separate warranty (“Separate Warranty”). Repairs of such Canon brand peripheral equipment shall be governed by the terms of the Separate Warranty. Non-Canon brand equipment and software that may be distributed with the Product are sold “as is” and without warranty of any kind by Canon USA, including any implied warranty regarding merchantability or fitness for a particular purpose, and all such warranties are disclaimed. The sole warranty, if any, with respect to such non-Canon brand items is given by the manufacturer or producer thereof.

This limited warranty covers all defects encountered in normal use of the Product and does not apply in the following cases:

(a) Loss of or damage to the Product due to abuse, neglect, mishandling, improper packaging by you, alteration, accident, electrical current fluctuations, improper use, failure to follow operating or maintenance instructions, or environmental conditions, prescribed in Canon USA’s user’s manual or other documentation, or services performed by someone other than a Canon USA repair facility or ASF. Without limiting the foregoing, dropping the Product, scratches, and abrasions will be presumed to have resulted from misuse, abuse or failure to operate the Product as set forth in the user’s manual or other documentation for the Product.
(b) Use of parts or supplies (other than those sold by Canon USA) that cause damage to the Product or cause abnormally frequent service calls or service problems.
(c) If the Product has had it serial number or dating defaced, altered or removed.

ANY SYSTEM SOFTWARE (WHETHER FACTORY LOADED ON THE PRODUCT OR CONTAINED ON THE SOFTWARE DISKETTES OR CD-ROMS ENCLOSED WITH, OR ACCOMPANYING, THE PRODUCT), AND ANY UTILITY SOFTWARE, DISTRIBUTED WITH OR FOR THE PRODUCT, IS SOLD "AS IS" AND WITHOUT WARRANTY BY CANON. THE SOLE WARRANTY WITH RESPECT TO SUCH SOFTWARE IS CONTAINED IN THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT DISTRIBUTED THEREWITH, INCLUDING ANY LIMITATIONS AND DISCLAIMERS THEREON. PLEASE CONTACT CANON IMMEDIATELY IF YOU HAVE NOT RECEIVED A COPY OF THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT.

NO IMPLIED WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, APPLIES TO THE PRODUCT AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE, AND NO OTHER EXPRESS WARRANTY OR GUARANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE PRODUCT SHALL BIND CANON USA, OR ITS ASF. (SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.) CANON USA SHALL NOT BE LIABLE FOR LOSS OF REVENUES OR PROFITS, INCONVENIENCE, EXPENSE FOR SUBSTITUTE

EQUIPMENT OR SERVICE, STORAGE CHARGES, LOSS OR CORRUPTION OF DATA, OR ANY OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE, MISUSE, OR INABILITY TO USE THE PRODUCT REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED, AND EVEN IF CANON USA OR ITS ASF HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOR SHALL RECOVERY OF ANY KIND AGAINST CANON USA OR ITS ASF BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT CAUSING THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, YOU ASSUME ALL RISK AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO YOU AND YOUR PROPERTY AND TO OTHERS AND THEIR PROPERTY ARISING OUT OF THE POSSESSION, USE, MISUSE, OR INABILITY TO USE THE PRODUCT SOLD BY CANON USA NOT CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON USA, OR ITS ASF. (SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.) THIS LIMITED WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE PRODUCT OR THE PERSON FOR WHOM IT WAS PURCHASED AS A GIFT, AND STATES YOUR EXCLUSIVE REMEDY.

Canon offers a full range of customer technical support* options:

- For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (www.canontechsupport.com)
- Automated interactive telephone support on most current products 24 hours, 7 days a week (1-800-423-2366)
- 24-hour, Fax-On-Demand System for Product specifications and technical information (1-800-526-4345)
- Free live technical support Monday—Saturday (excluding holidays) for Products still under warranty (1-757-413-2848)
- The location of the ASF nearest you (1-800-423-2366, select “automated support options”)

If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the Free live technical support number above or via the website at www.canontechsupport.com

This limited warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

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* Support program specifics are subject to change without notice.

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